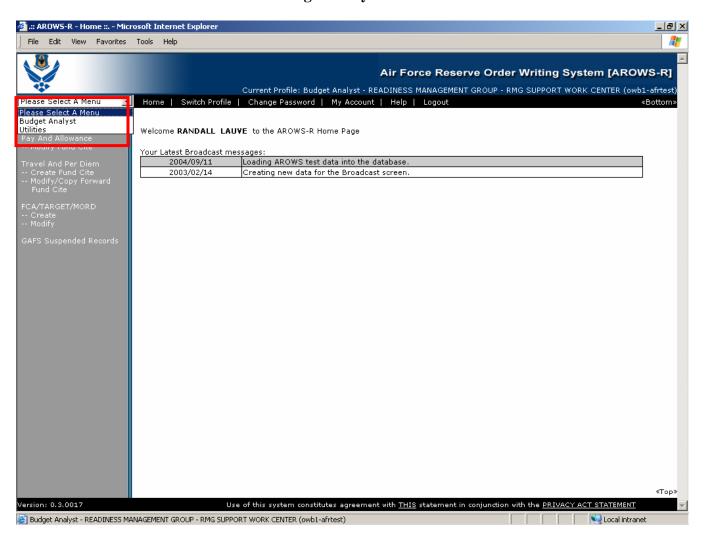
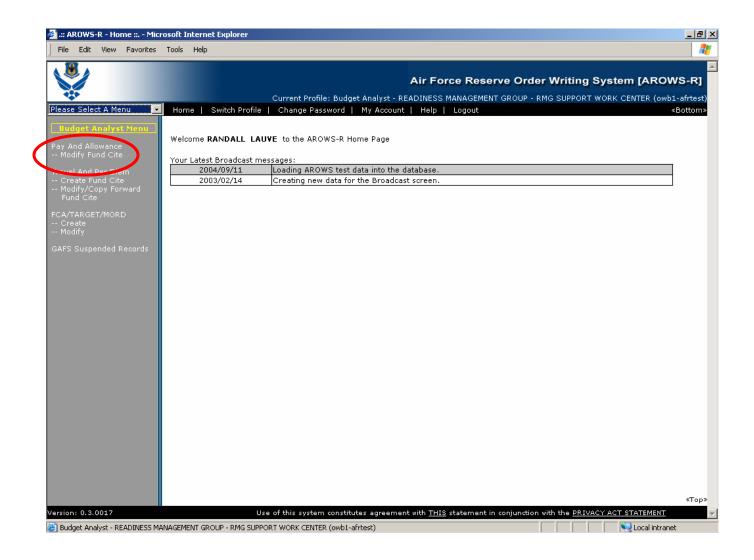
**Funding Information** 

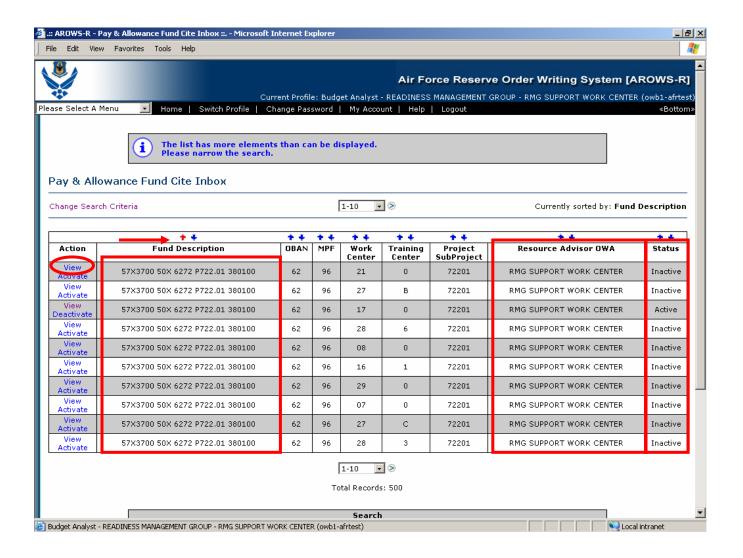
# **Budget Analyst**



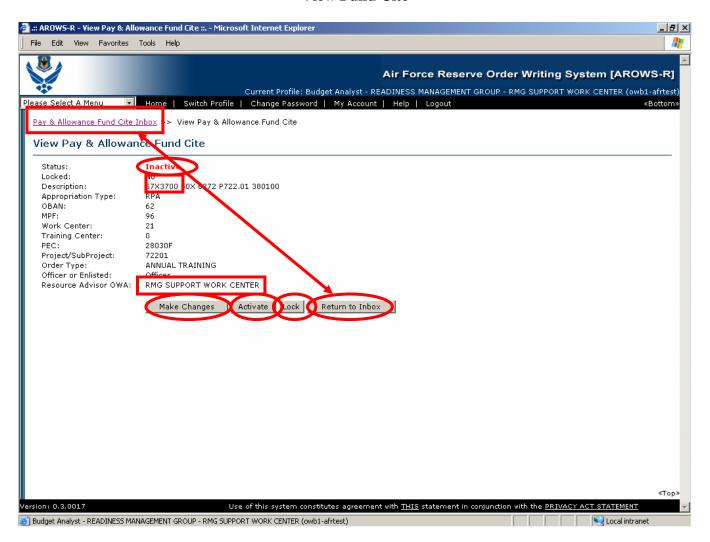
# Pay and Allowance Modify Fund Cite



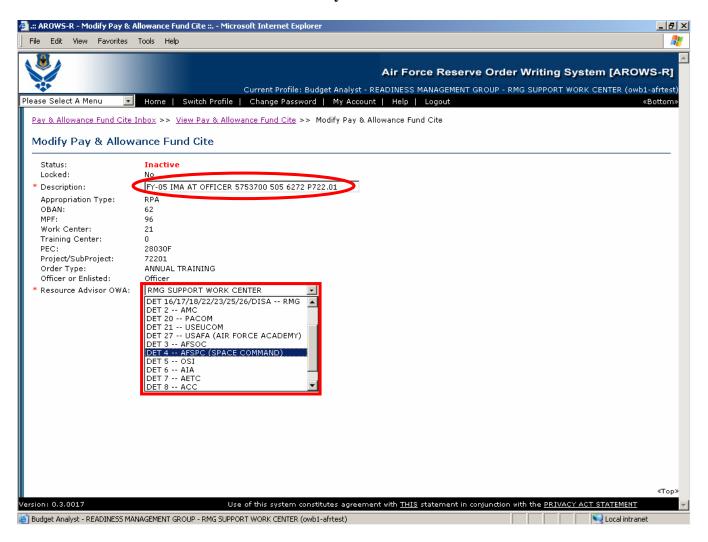
### Pay and Allowance Fund Cite Inbox



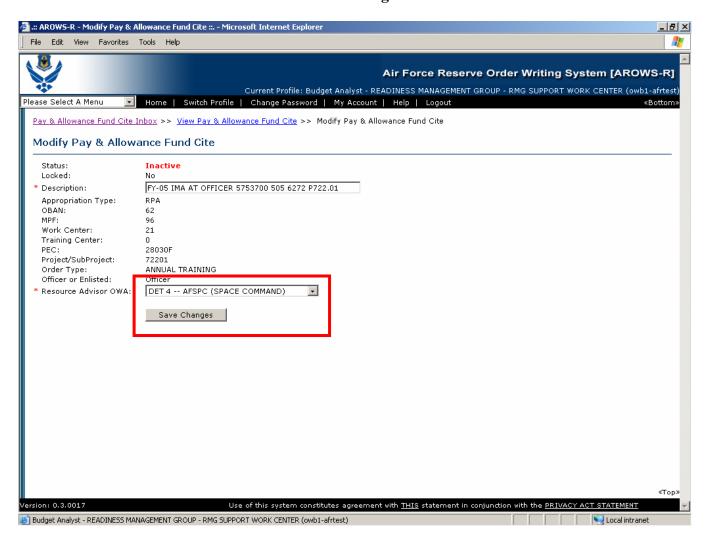
### Pay and Allowance View Fund Cite



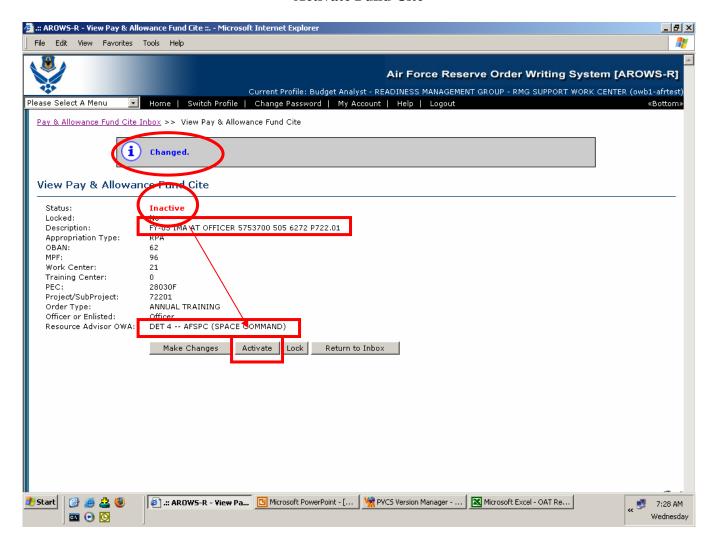
# Pay and Allowance Modify Fund Cite



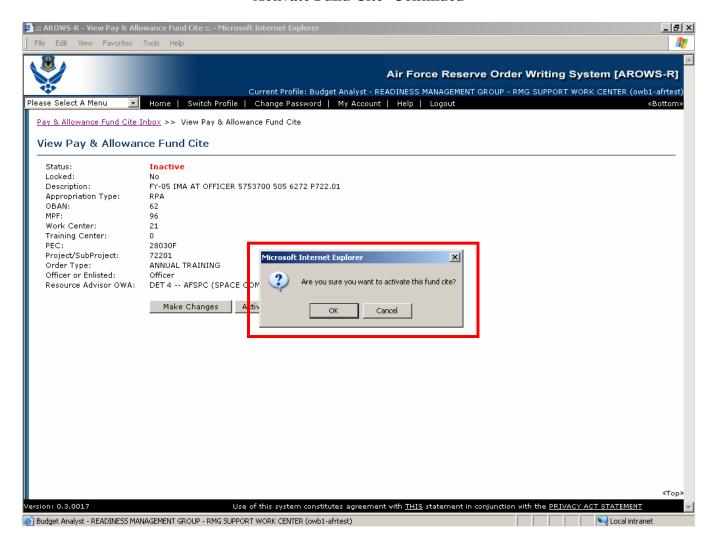
# Pay and Allowance Save Changes



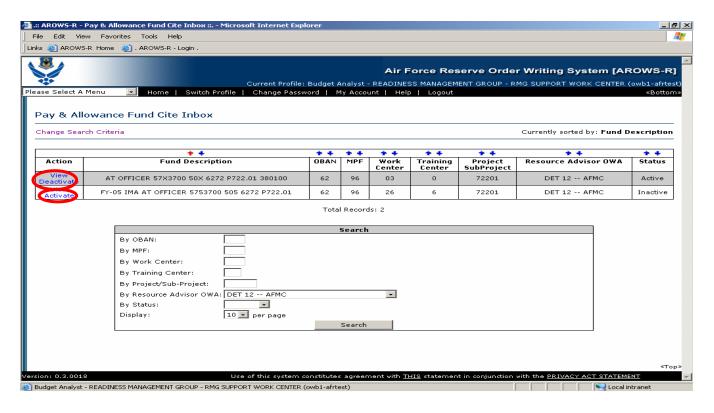
### Pay and Allowance Activate Fund Cite



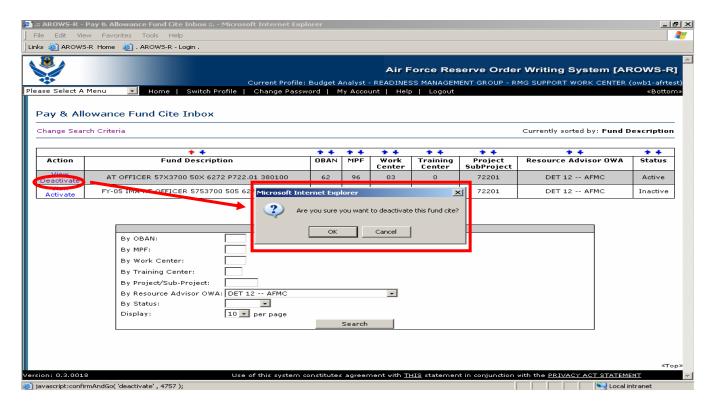
# Pay and Allowance Activate Fund Cite- Continued



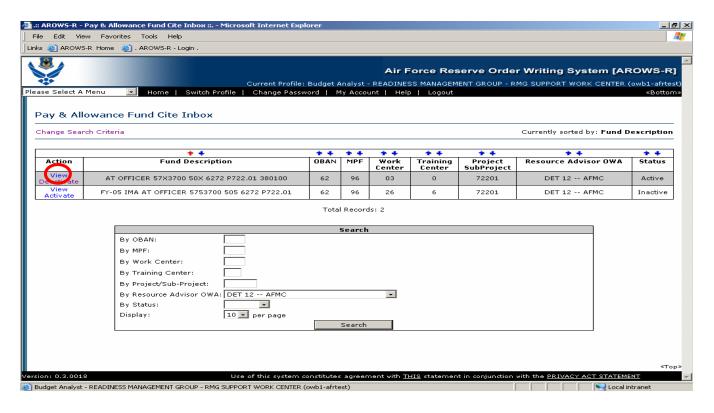
# **Pay and Allowance Activate Fund Cite**



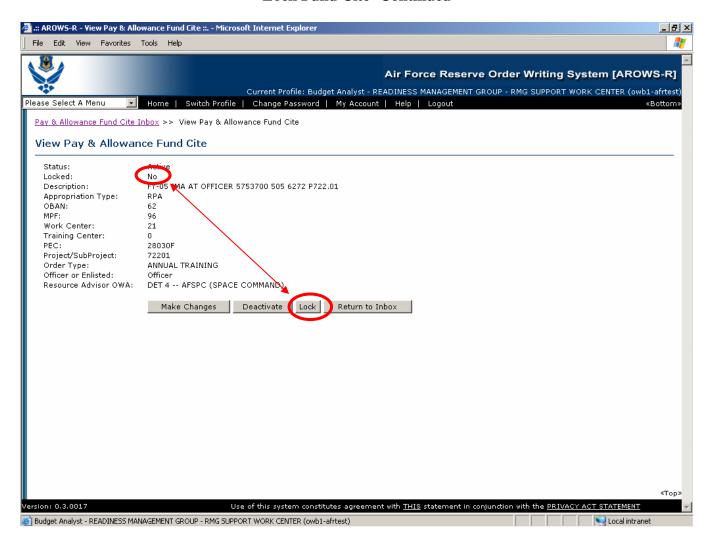
# Pay and Allowance Deactivate Fund Cite



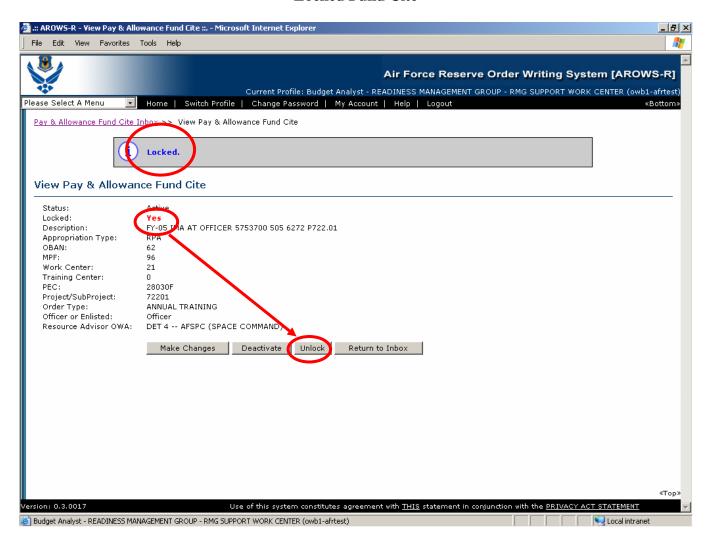
## Pay and Allowance Lock Fund Cite



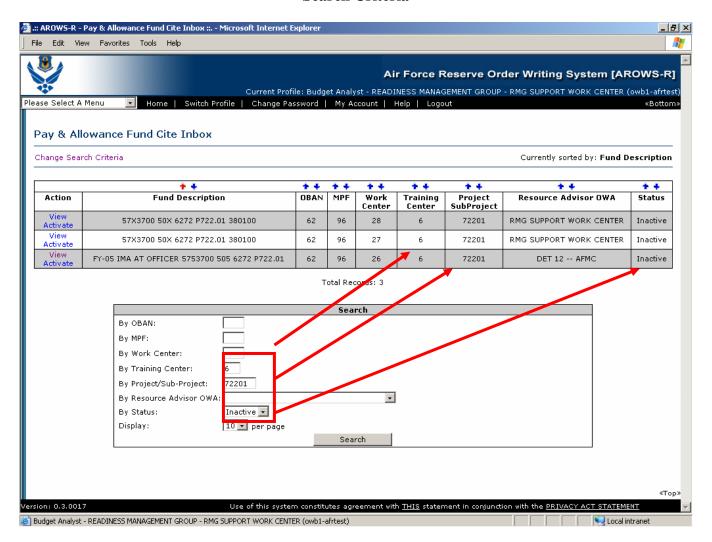
# Pay and Allowance Lock Fund Cite- Continued



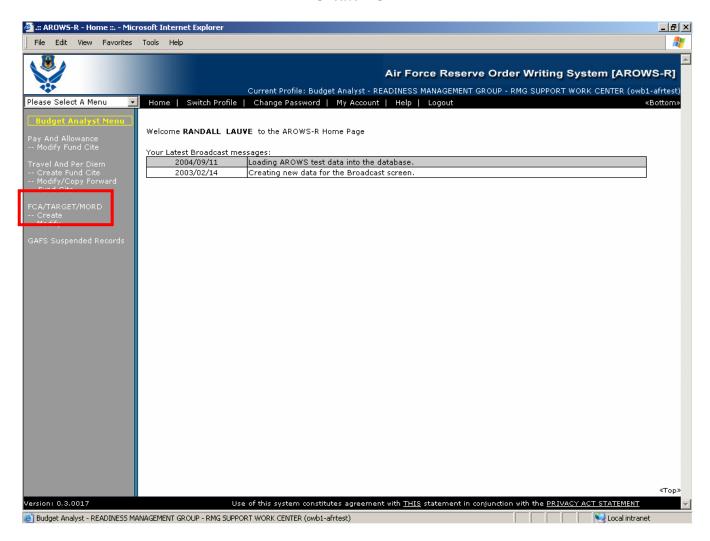
# Pay and Allowance Locked Fund Cite



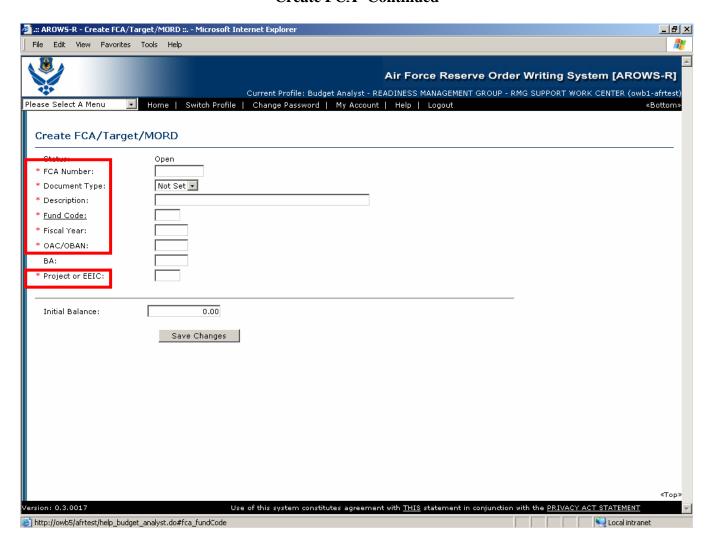
### Pay and Allowance Search Criteria



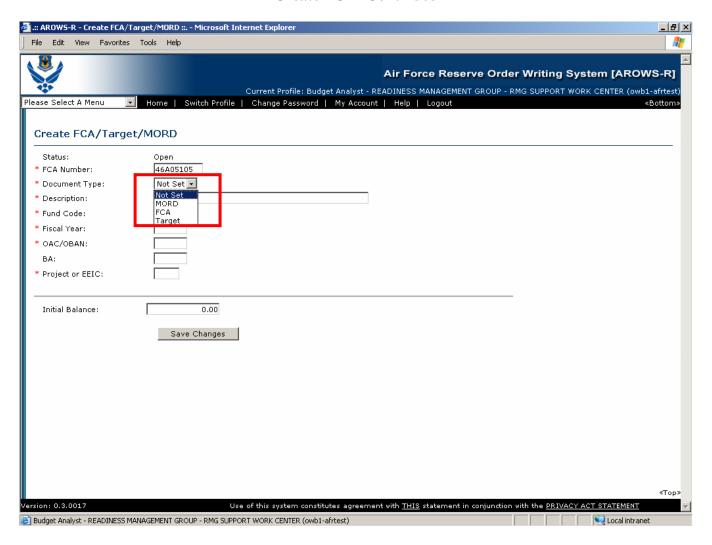
### **Create FCA**



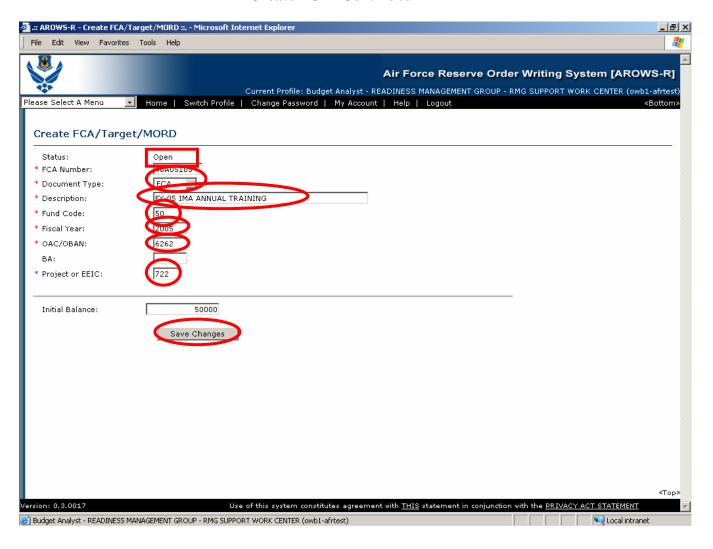
### **Create FCA- Continued**



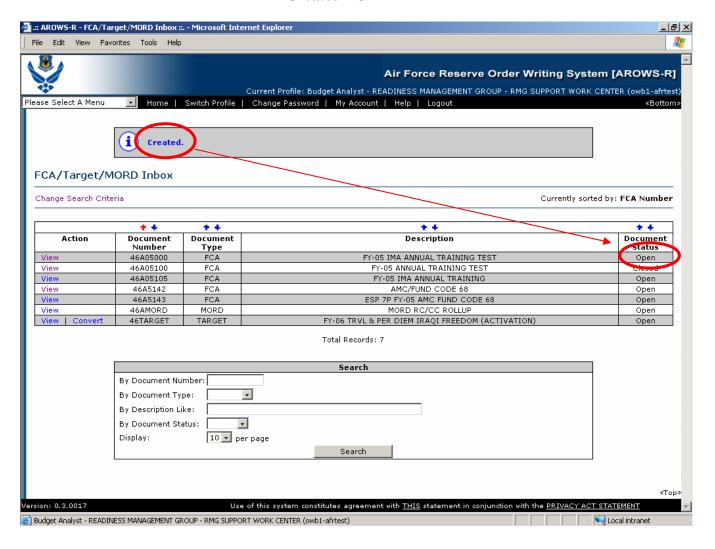
### **Create FCA- Continued**



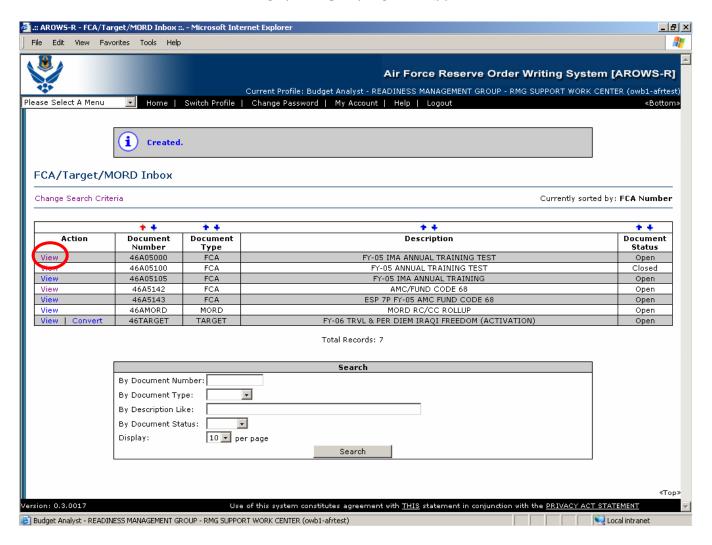
### **Create FCA- Continued**



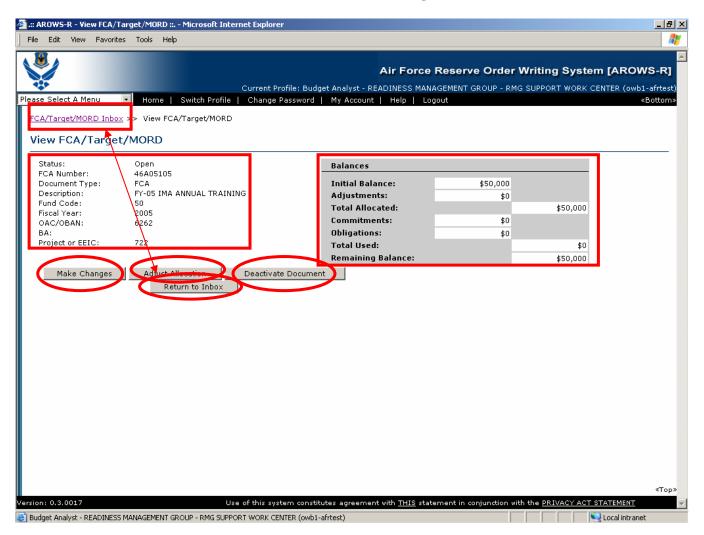
#### **Created FCA**



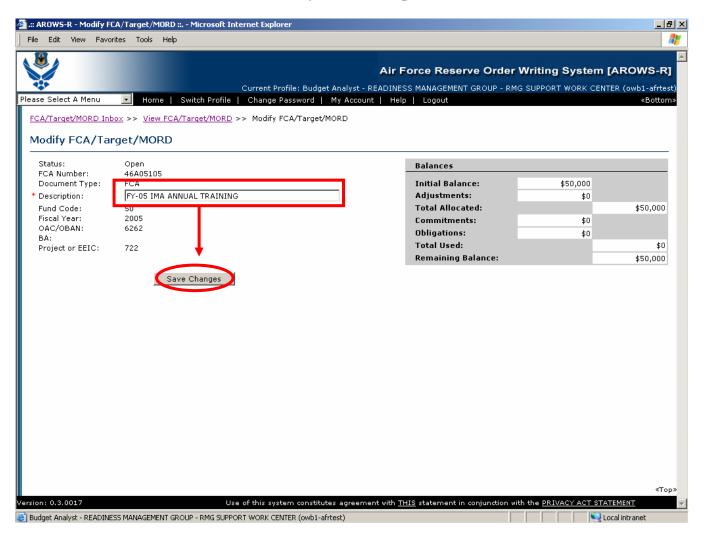
#### FCA/TARGET/MORD Inbox



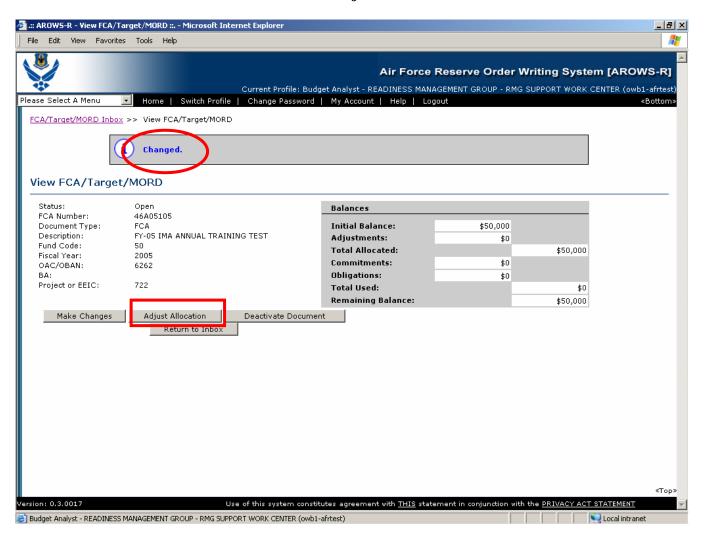
## **View FCA-Make Changes**



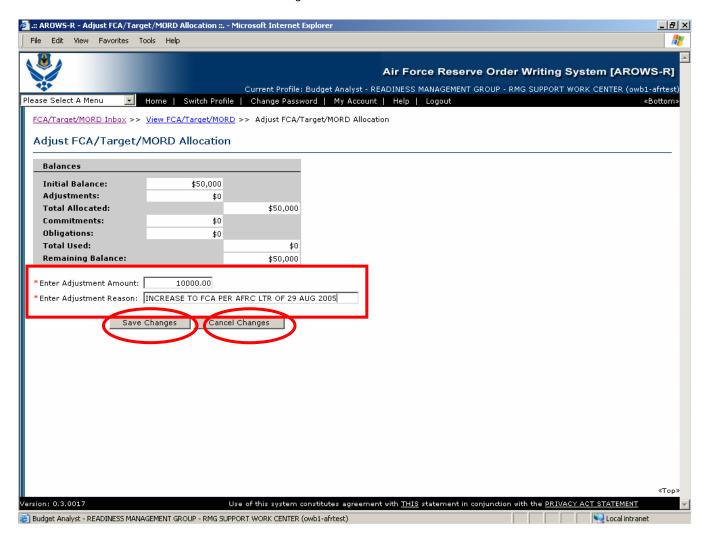
# **Modify FCA-Description**



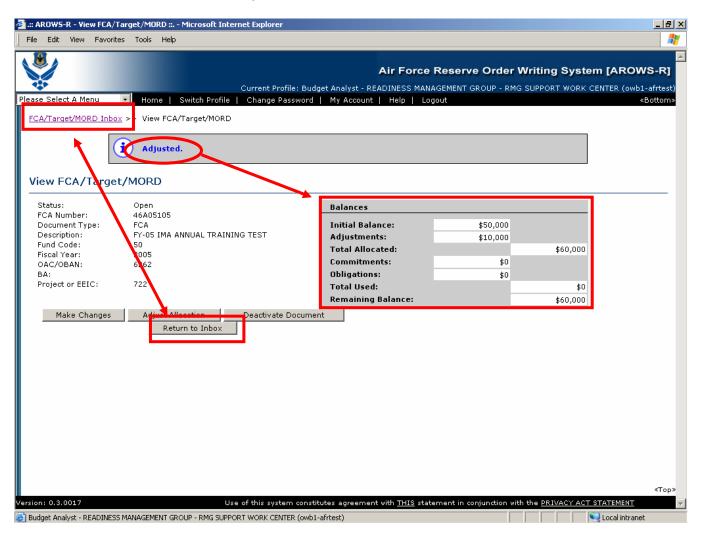
### View FCA- Adjust Allocation



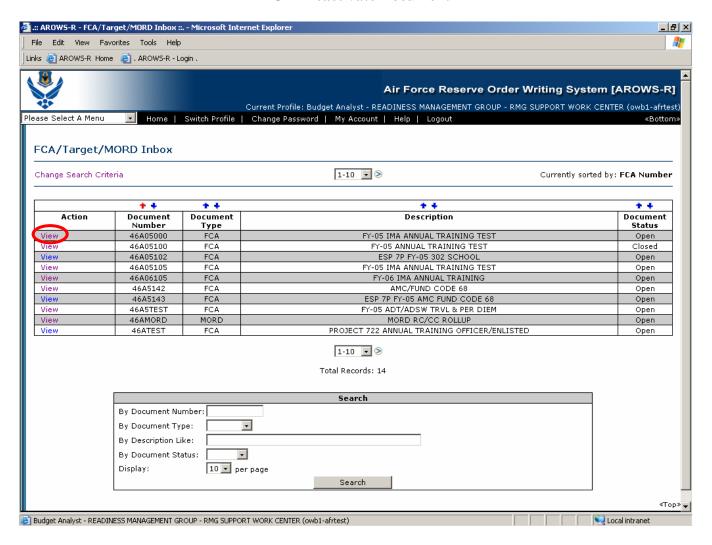
### **Adjust FCA Allocation**



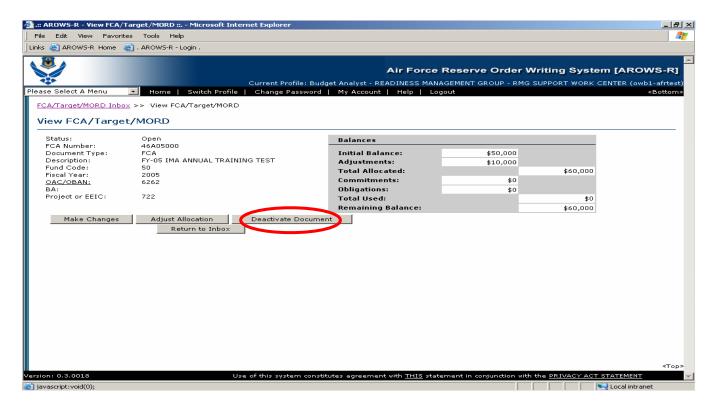
## **Adjust FCA Allocation- Continued**



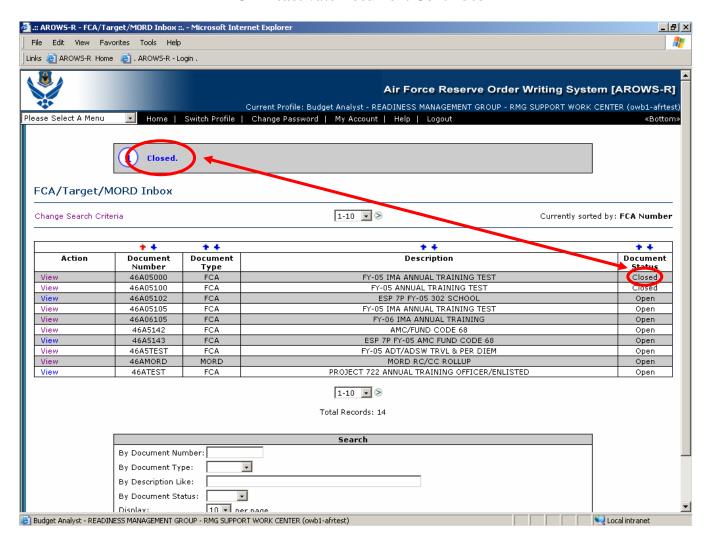
#### **FCA- Deactivate Document**



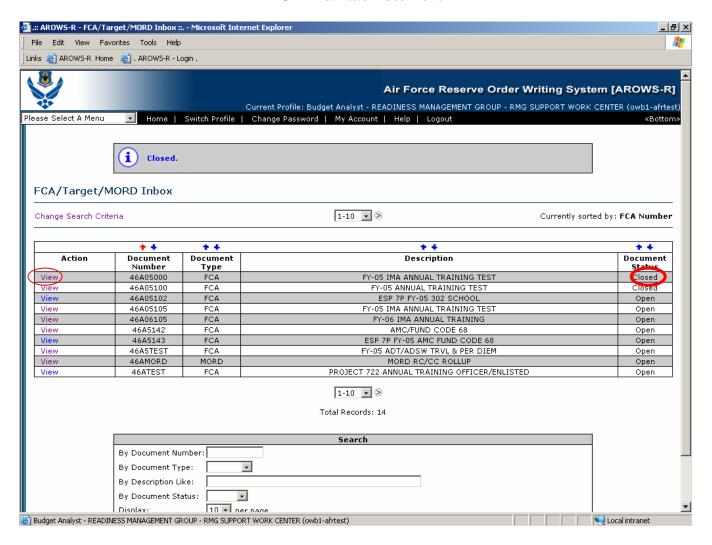
### **FCA- Deactivate Document Continued**



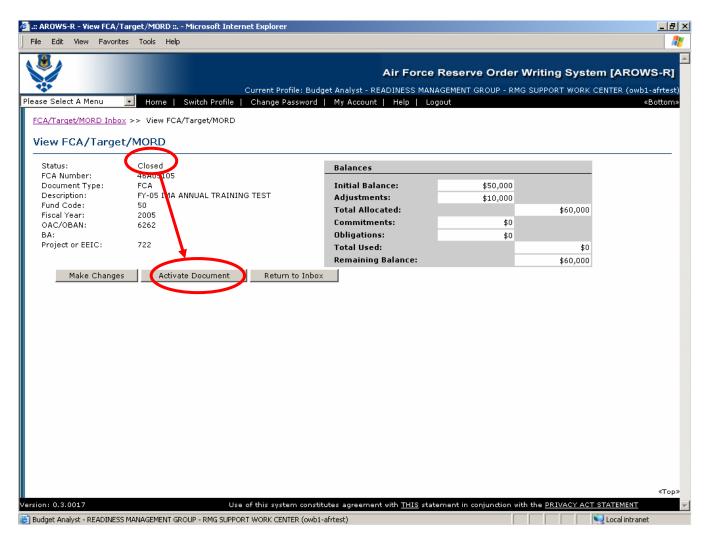
#### **FCA-Deactivate Document Continued**



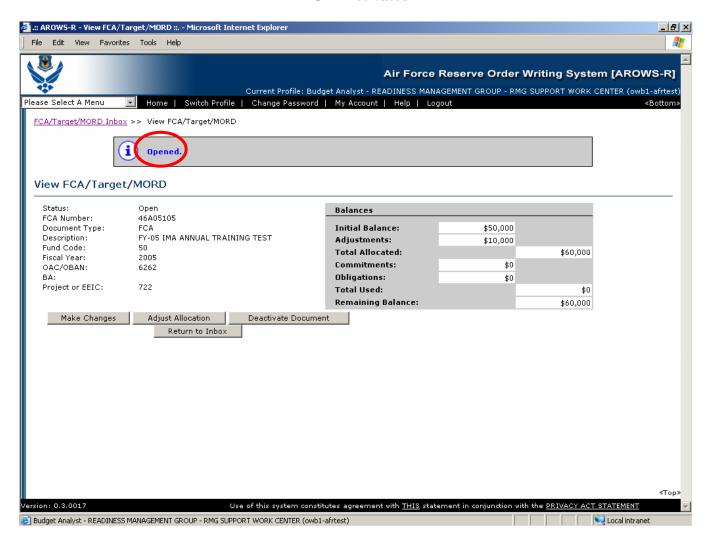
#### **FCA- Activate Document**



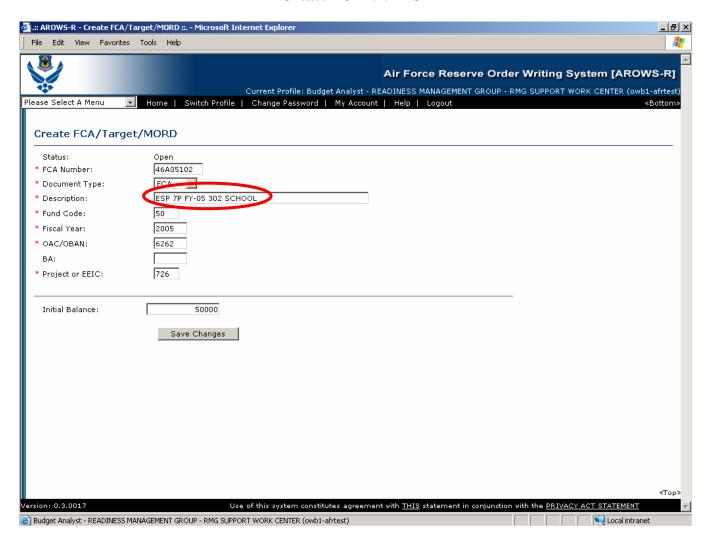
### **FCA- Activate Document Continued**



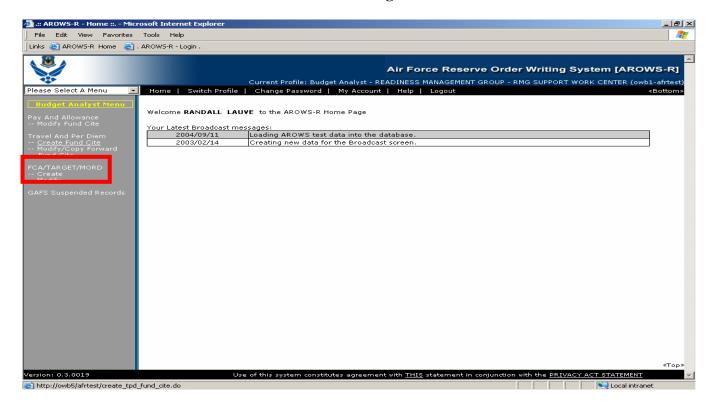
### **FCA- Activated**



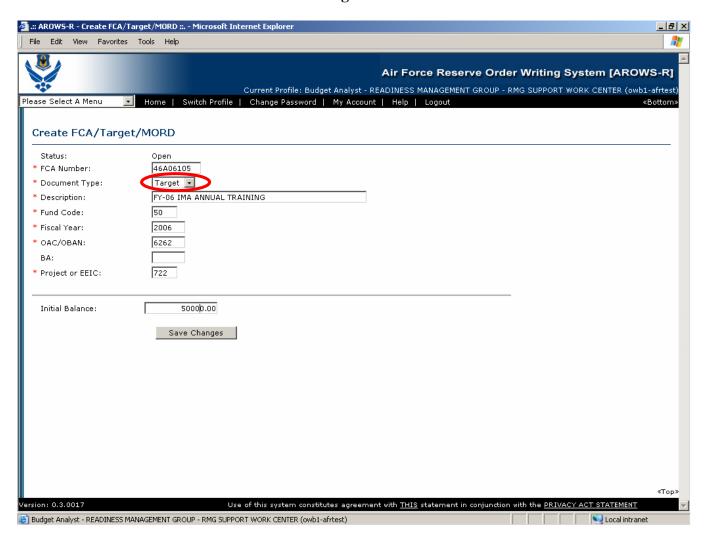
### **Create FCA with ESP**



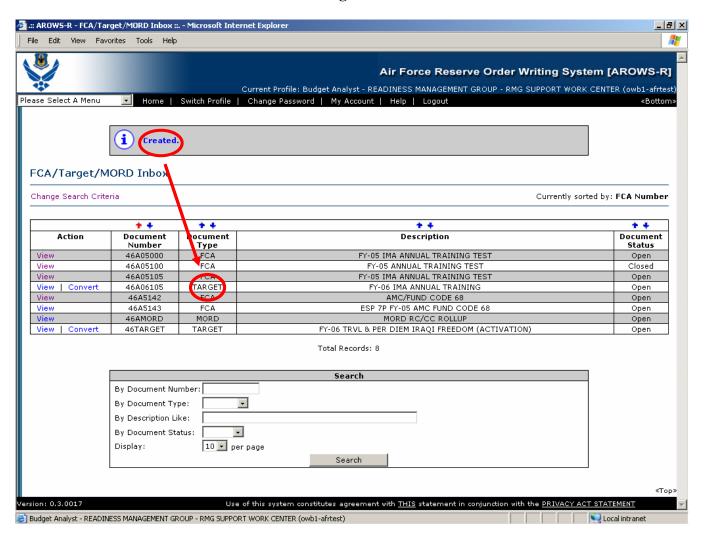
# **Create Target**



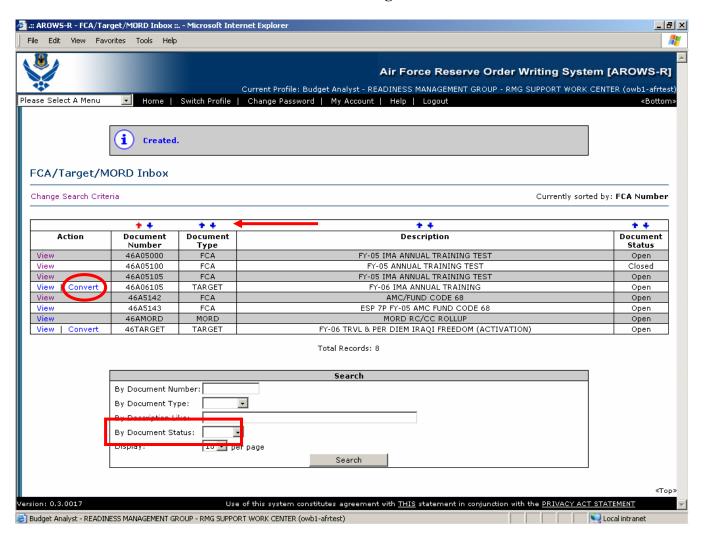
# **Create Target- Continued**



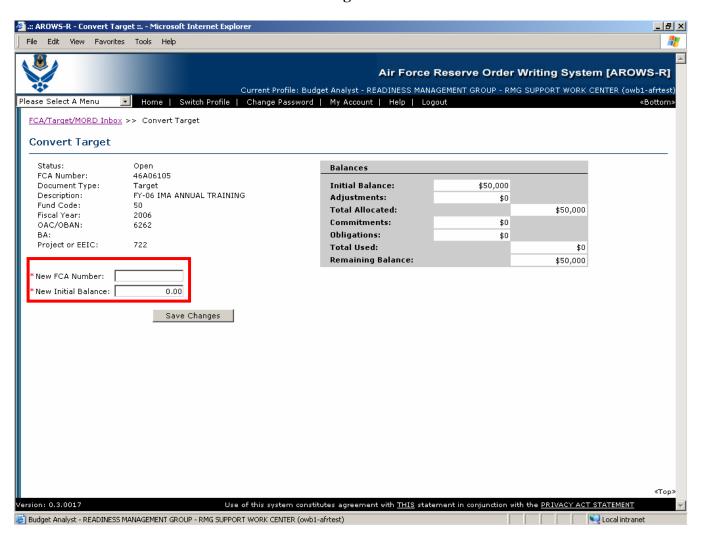
### **Create Target- Continued**



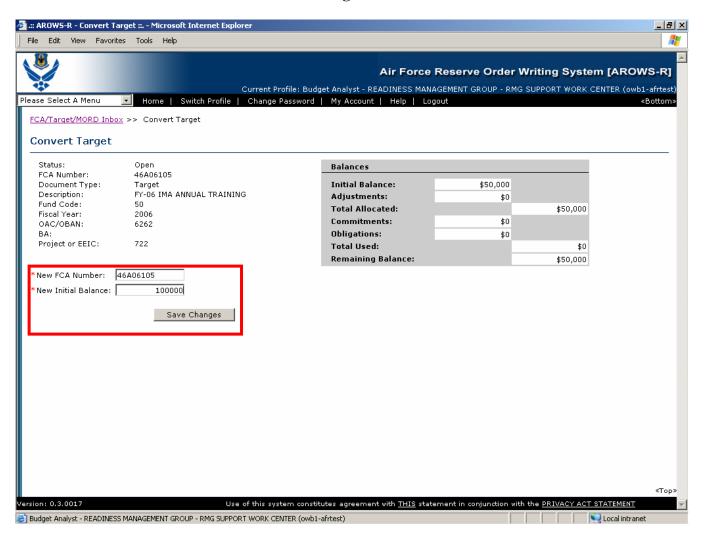
### **Convert Target**



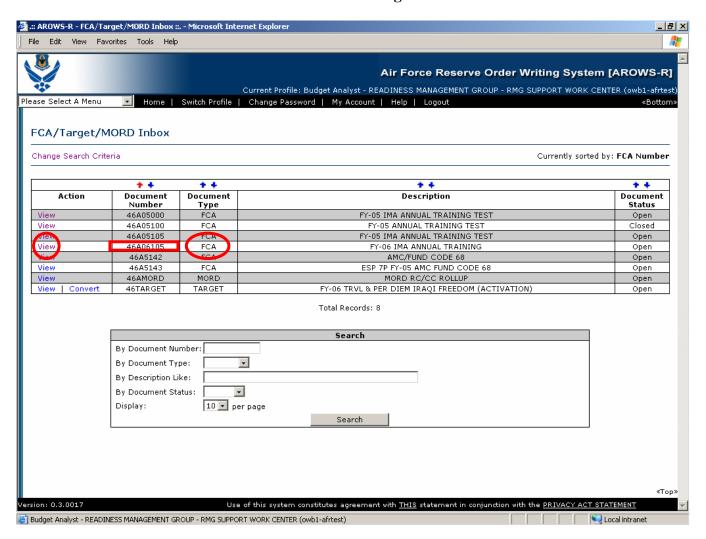
# **Convert Target- Continued**



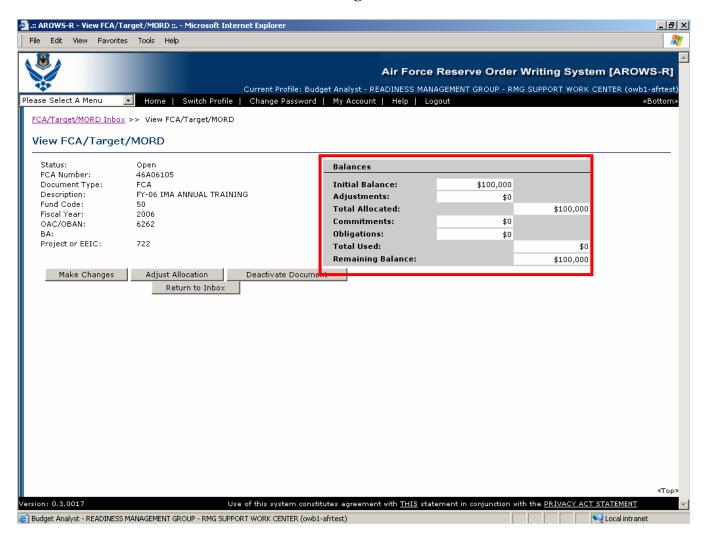
# **Convert Target –Continued**



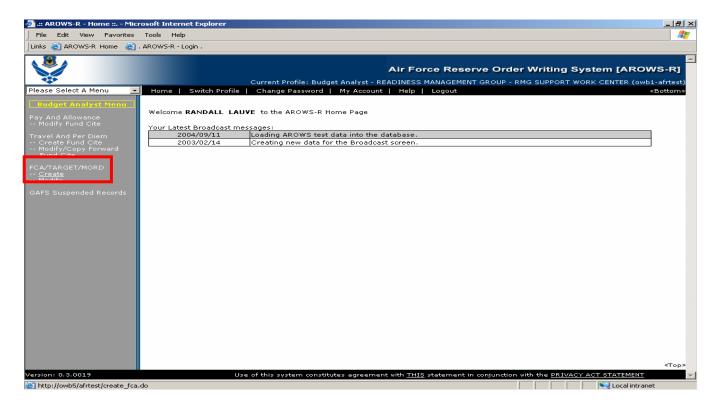
#### **Converted Target**



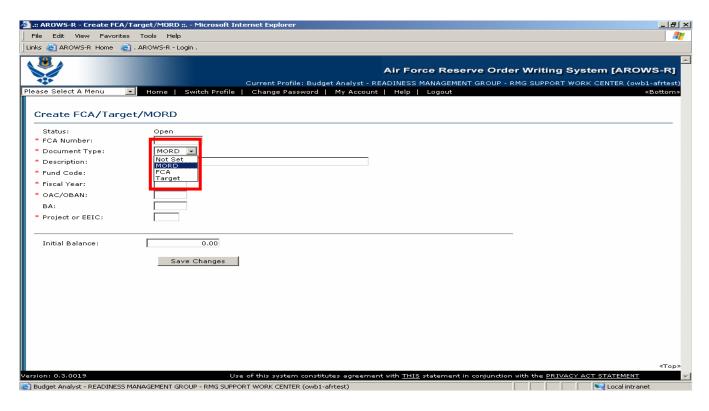
### **Converted Target- Continued**



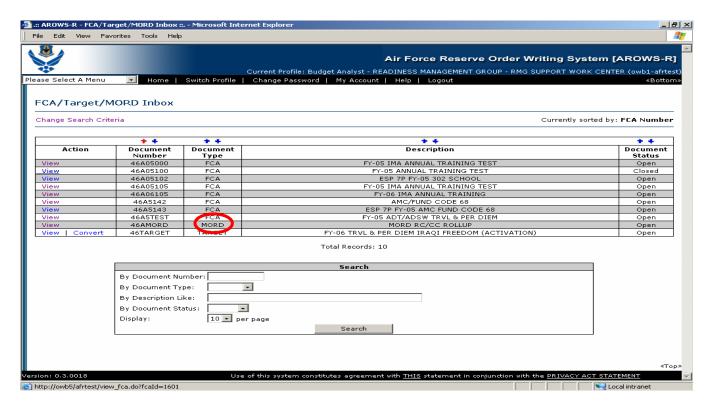
#### **Create MORD**



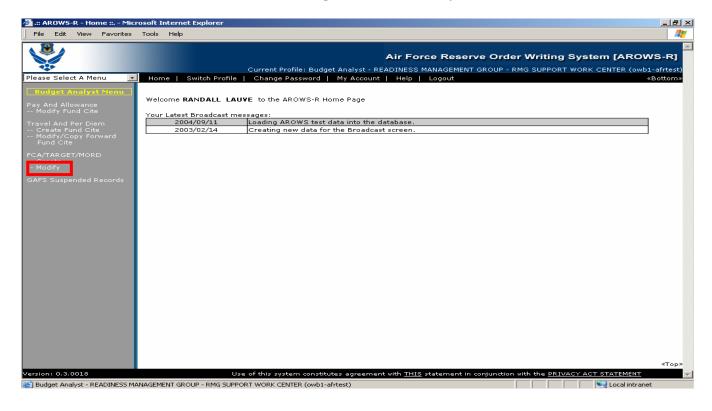
#### **Create MORD- Continued**



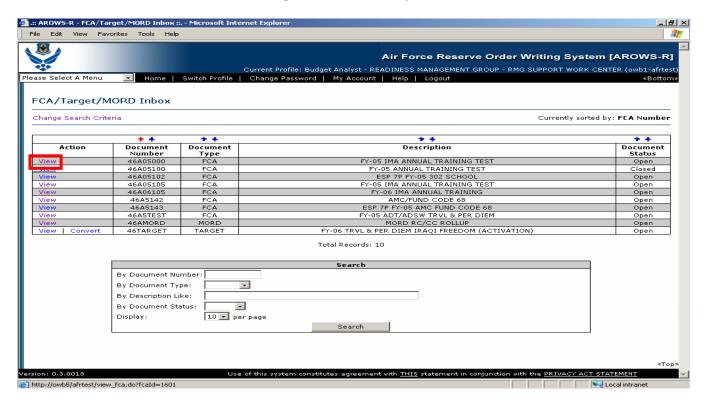
#### **Create MORD- Continued**



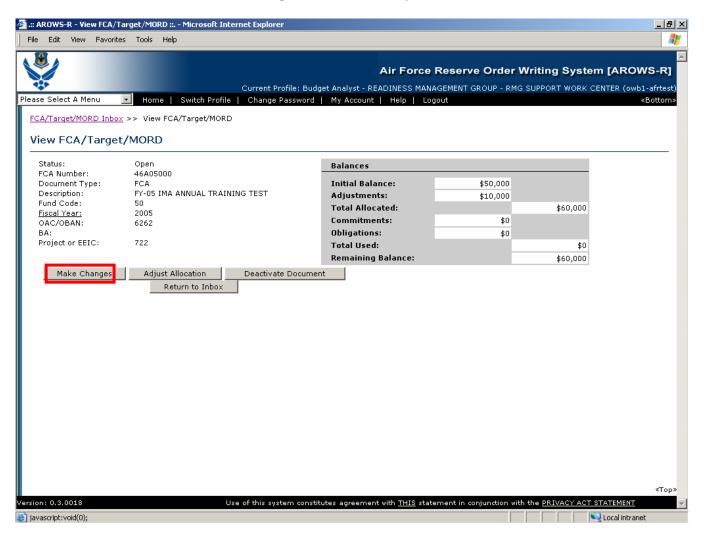
# FCA/Target/MORD- Modify



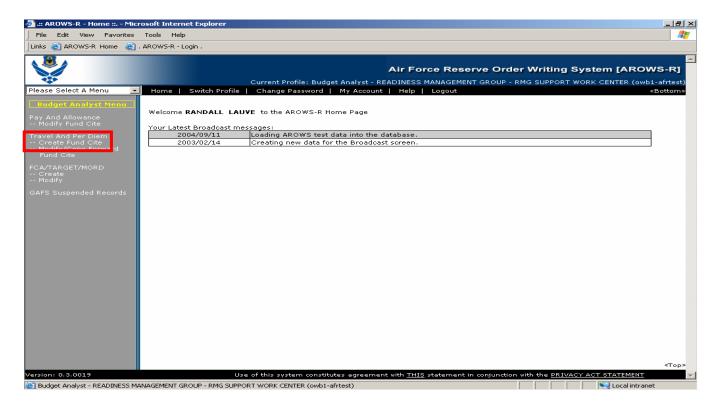
### FCA/Target/MORD-Modify Continued

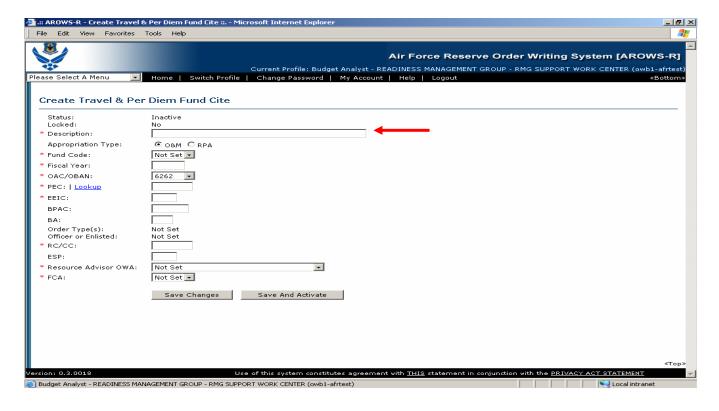


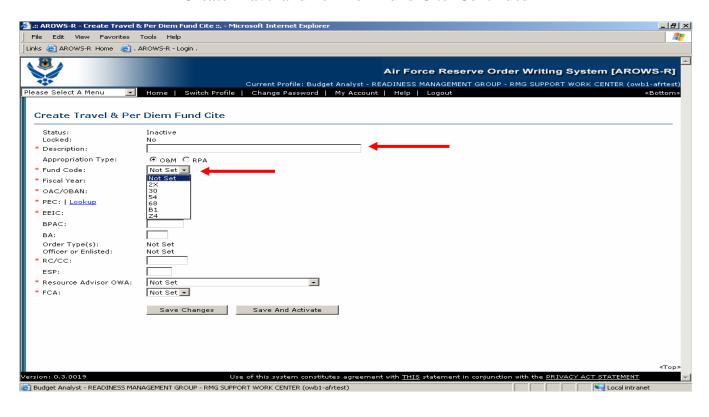
# FCA/Target/MORD- Modify Continued

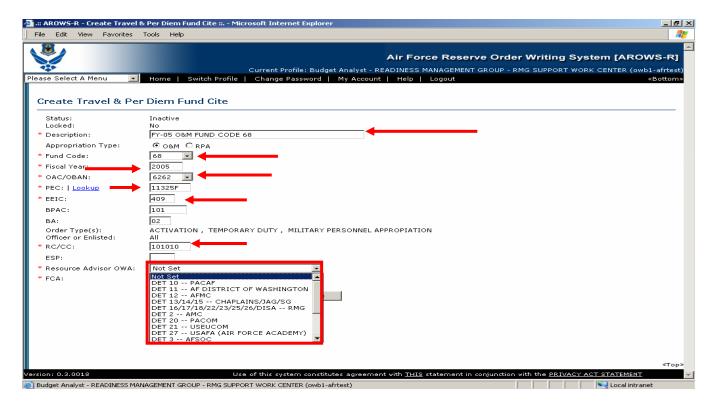


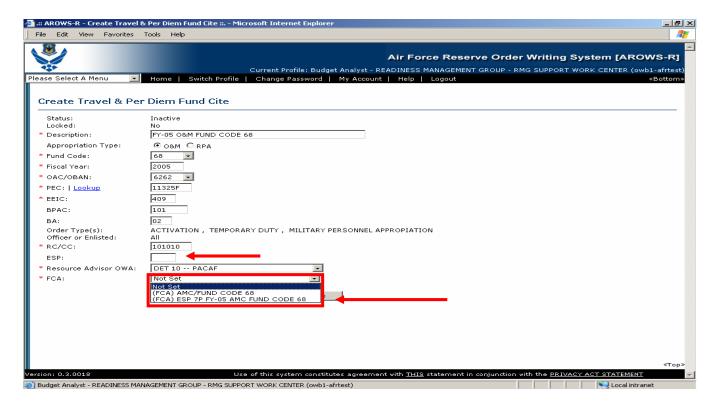
#### **Create Travel and Per Diem Fund Cite**

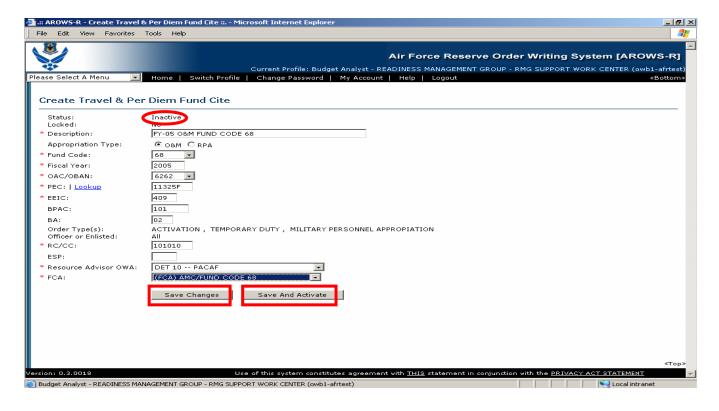


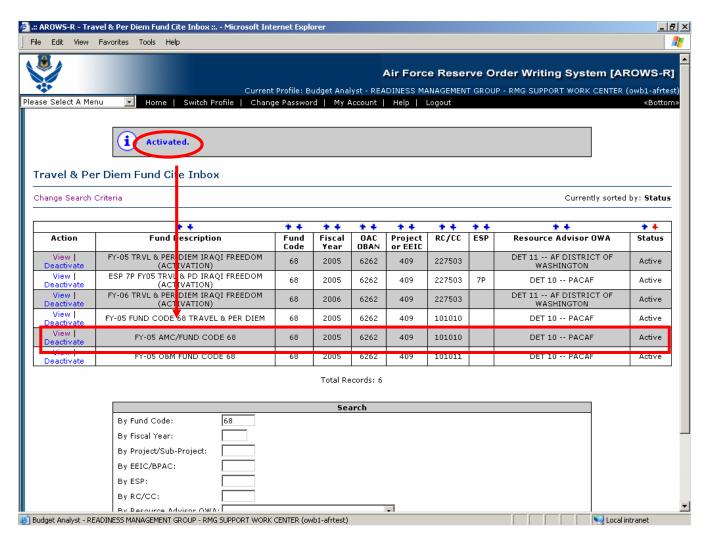




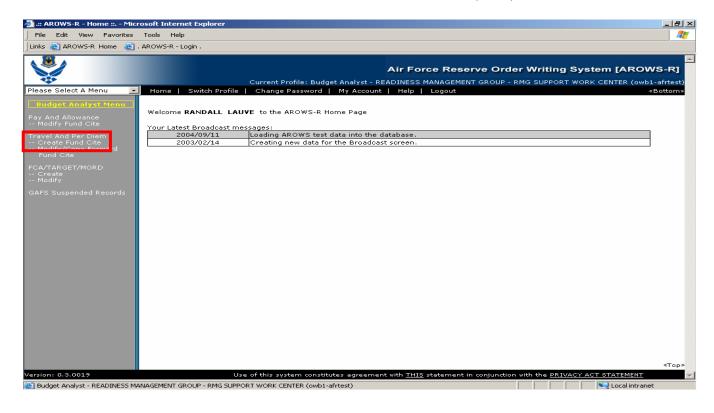


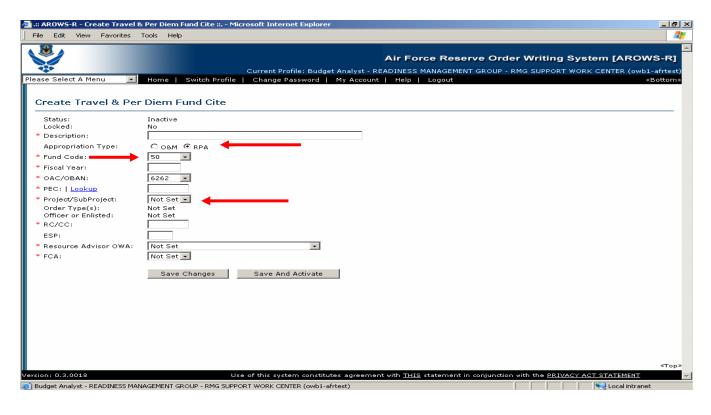




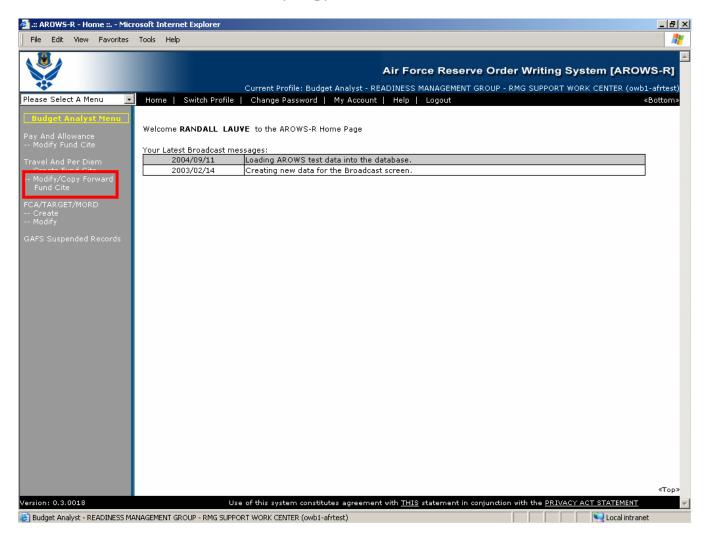


# **Create Travel and Per Diem Fund Cite (RPA)**

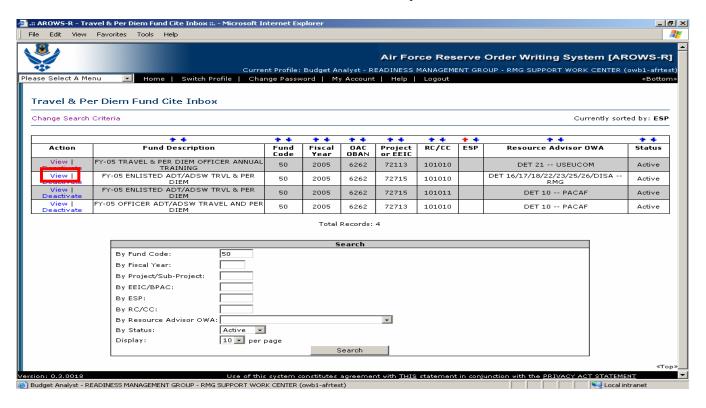




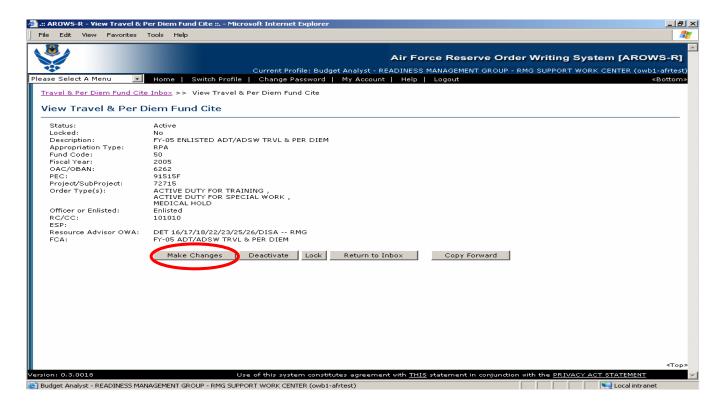
# **Modify/Copy Forward Fund Cite**



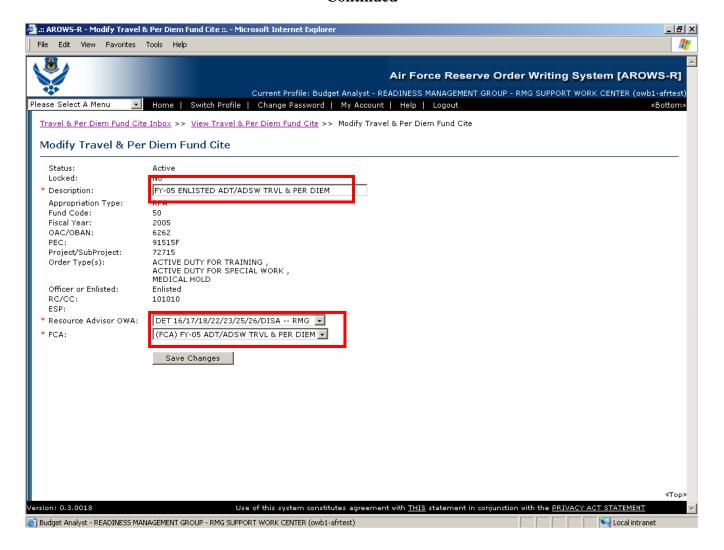
# Modify/Copy Forward Fund Cite CRIS Data Modify



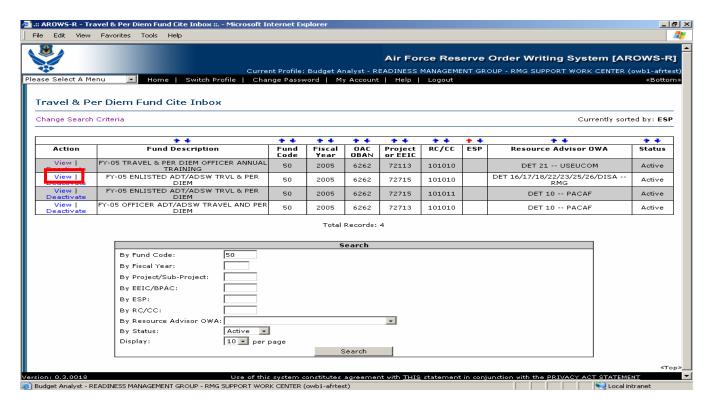
### Modify/Copy Forward Fund Cite CRIS Data Modify Continued



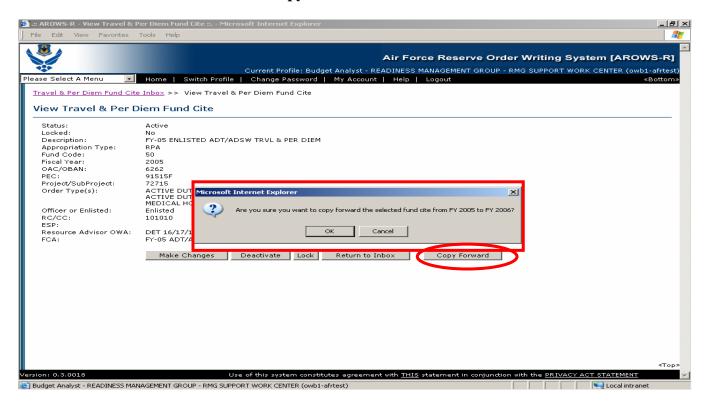
### Modify/Copy Forward Fund Cite CRIS Data Modify Continued



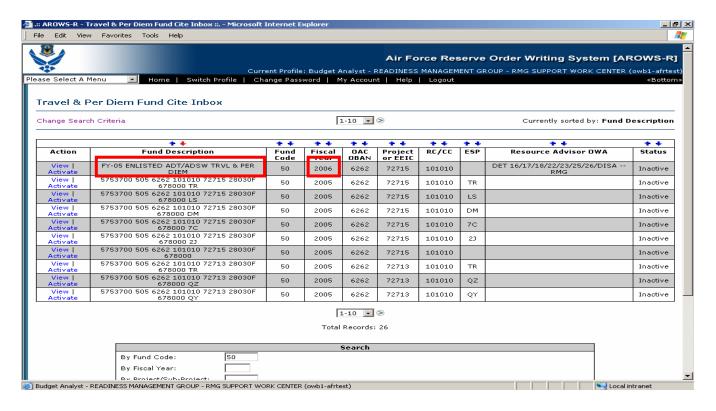
### Modify/Copy Forward Fund Cite Continued



# **Copy Forward Fund Cite**

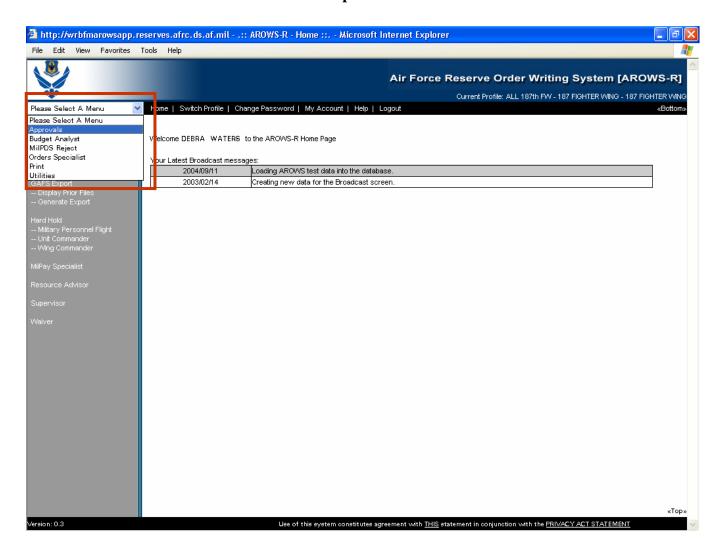


#### Copy Forward Fund Cite Continued



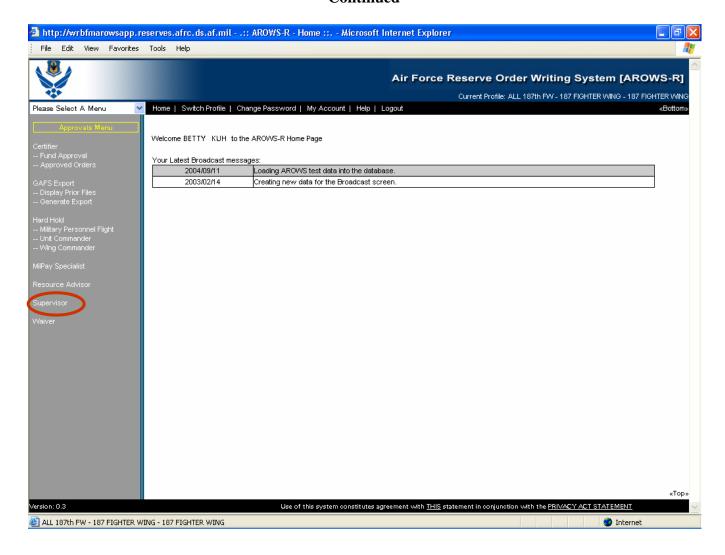
# Approvals

# **Supervisor**



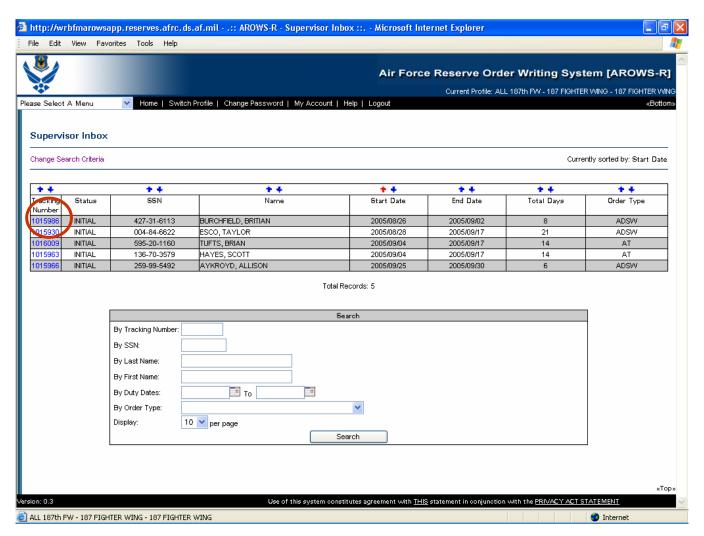
The appropriate approving official will log into the AROWS-R and select the "Approvals" menu.

# **Supervisor Continued**



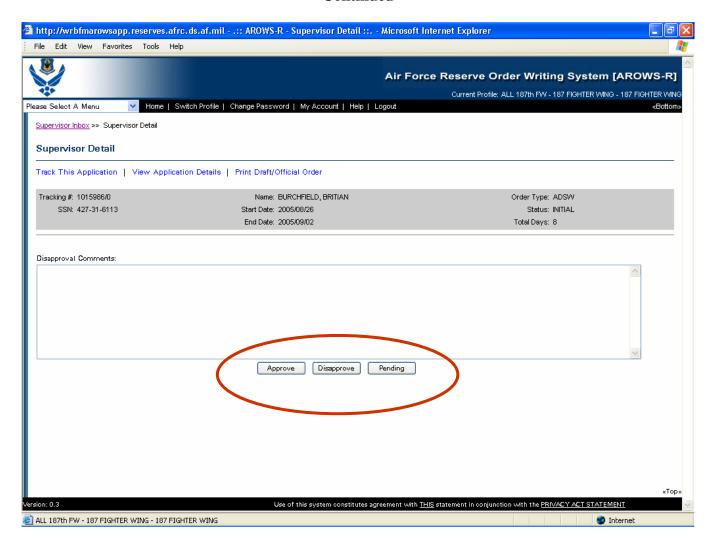
The **Supervisor** will select the Supervisor link to open the Inbox.

# **Supervisor Continued**



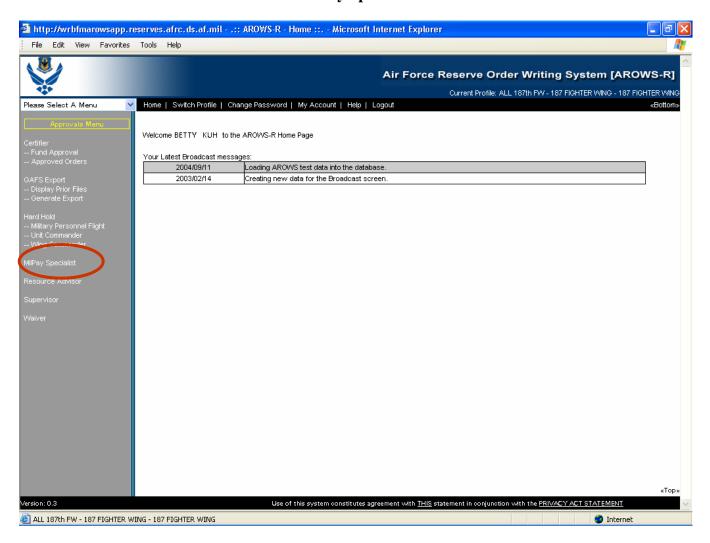
The Supervisor will open the Inbox and select an order or provide a certain criteria to Search for a particular order.

# **Supervisor Continued**



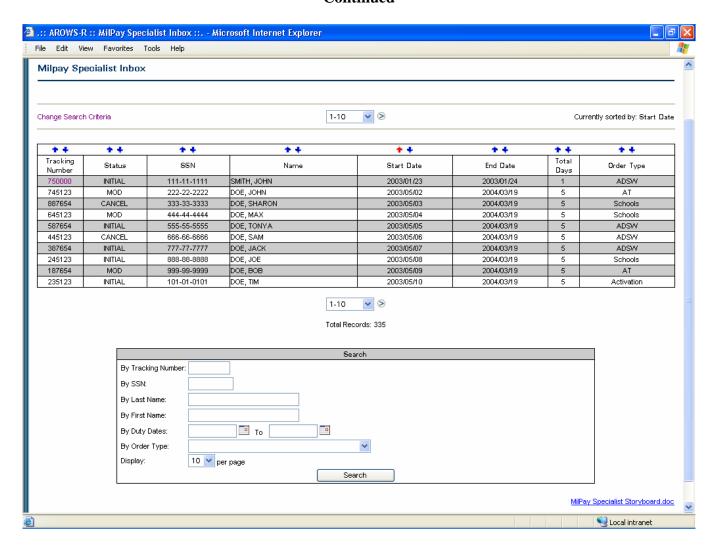
At this point, the supervisor can view the other information. The supervisor can select to Approve, Disapprove or place the order in Pending Status.

# MilPay Specialist



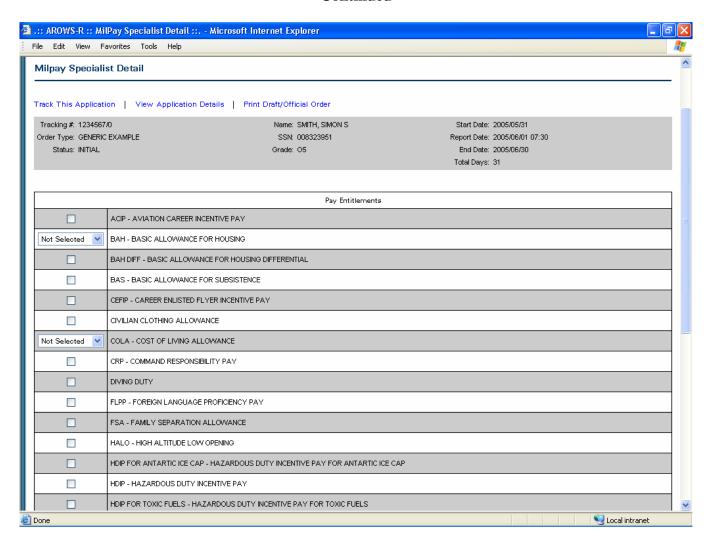
The MilPay Specialist will select the MilPay Specialist link to open the Inbox.

### MilPay Specialist Continued



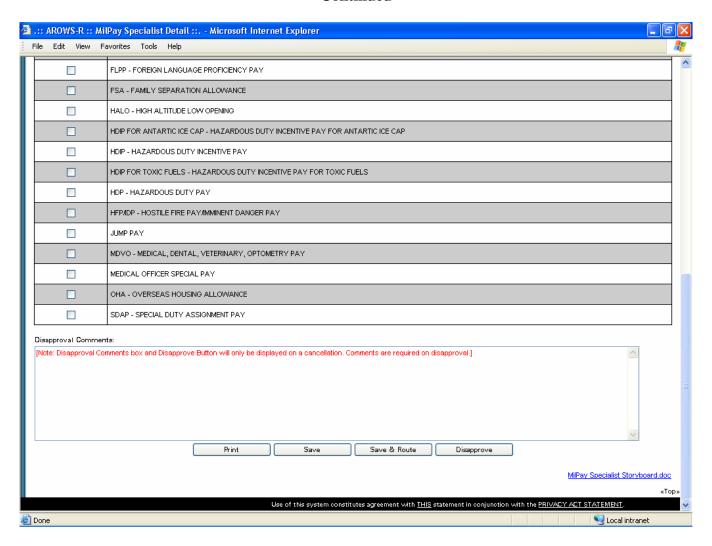
The MilPay Specialist will open the Inbox and select an order or provide certain criteria to Search for a particular order.

### MilPay Specialist Continued



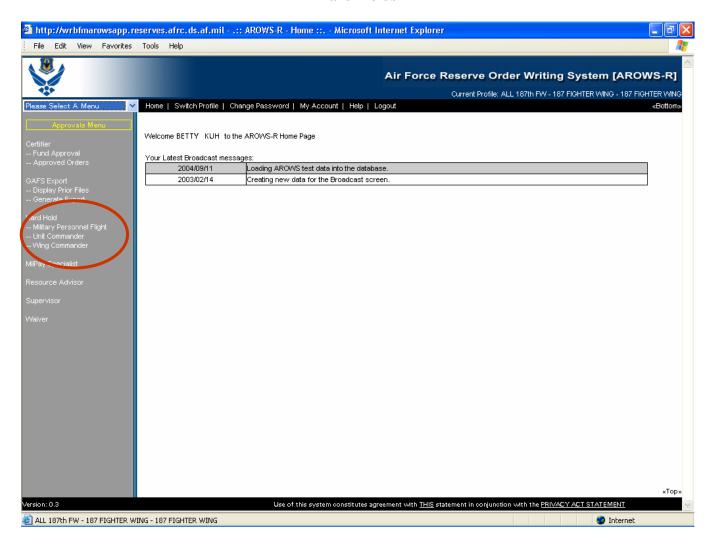
The Specialist will then select the appropriate entitlements for this member's order.

### MilPay Specialist Continued



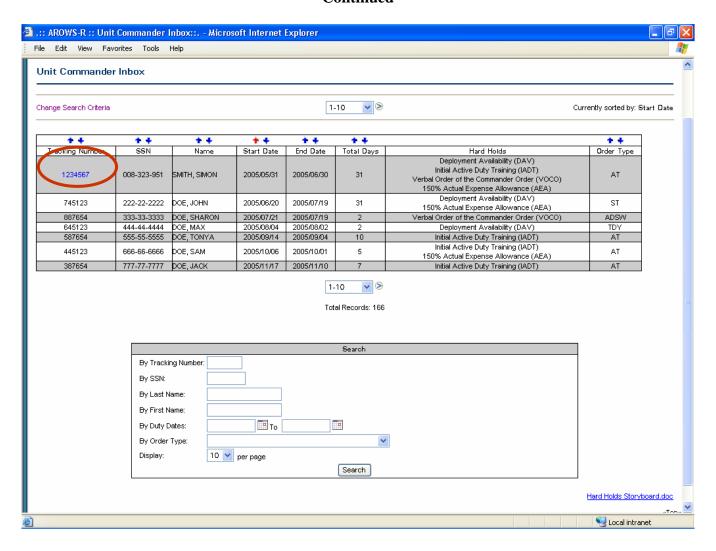
After Specialist selects the entitlements, they can Print, Save, Save and Route or Disapprove.

## **Hard Holds**



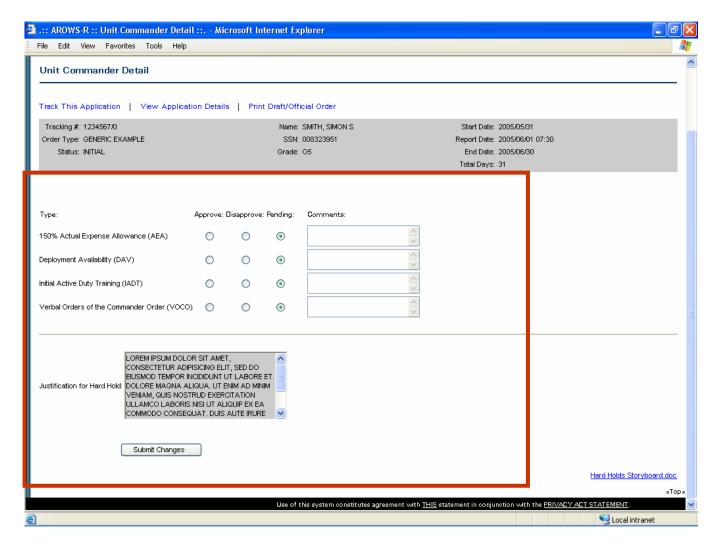
The Commander will select the appropriate Commander link to open the Inbox.

## Hard Holds Continued



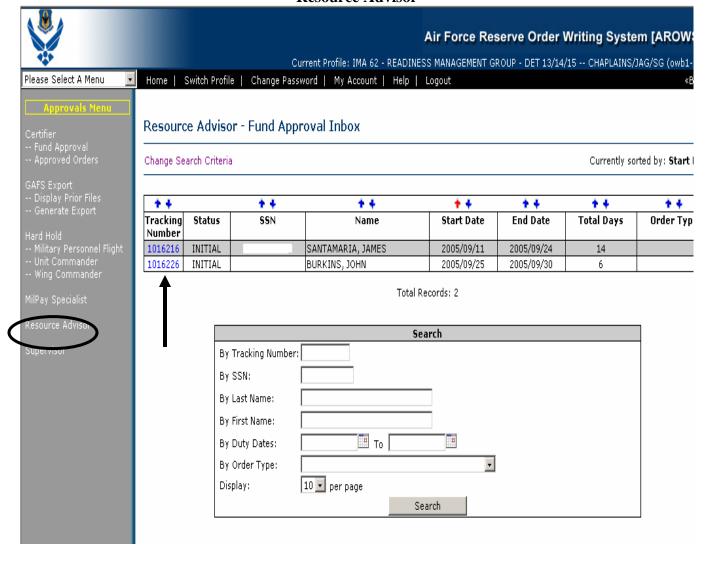
The Commander will open the Inbox and select an order or provide certain criteria to Search for a particular order.

## Hard Holds Continued



The Commander will select and provide the necessary information and click on **Submit Changes.** 

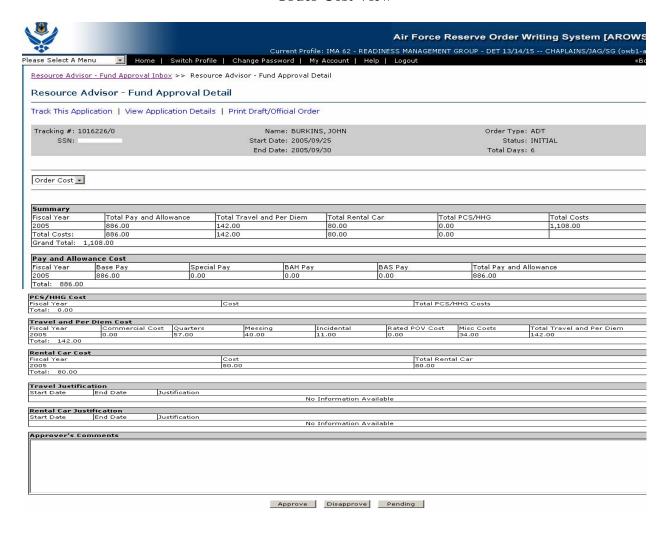
### **Resource Advisor**



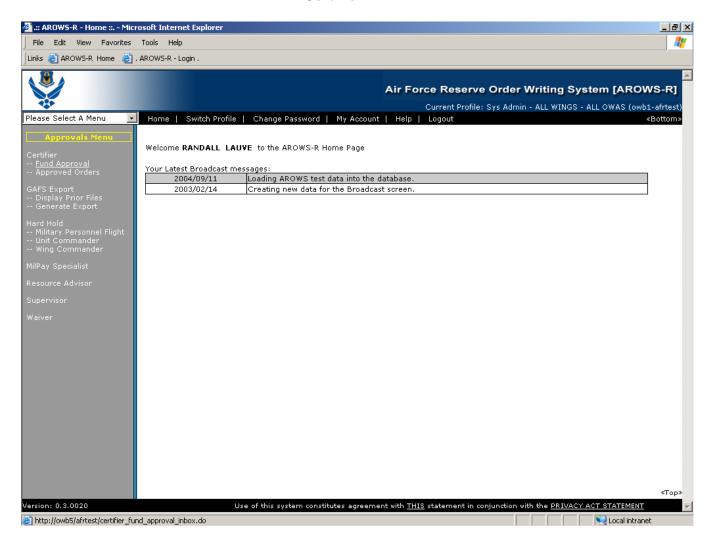
## Resource Advisor Funds View



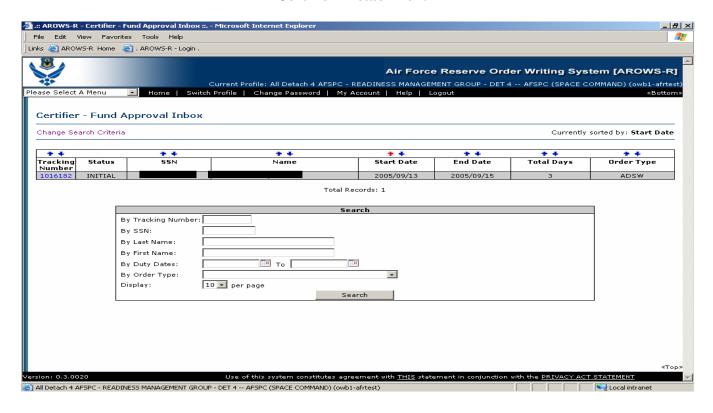
## Resource Advisor Order Cost View



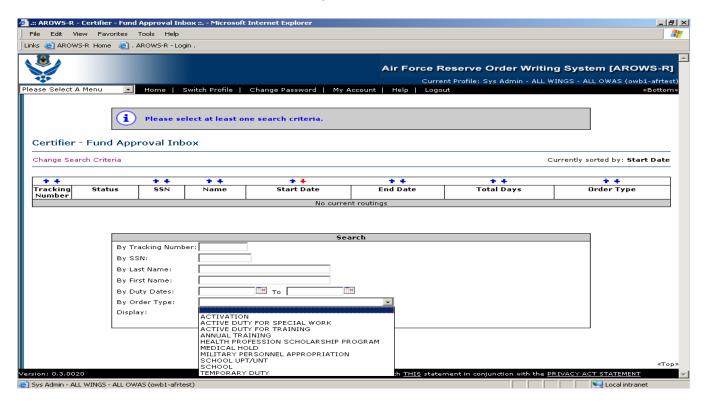
## Certifier



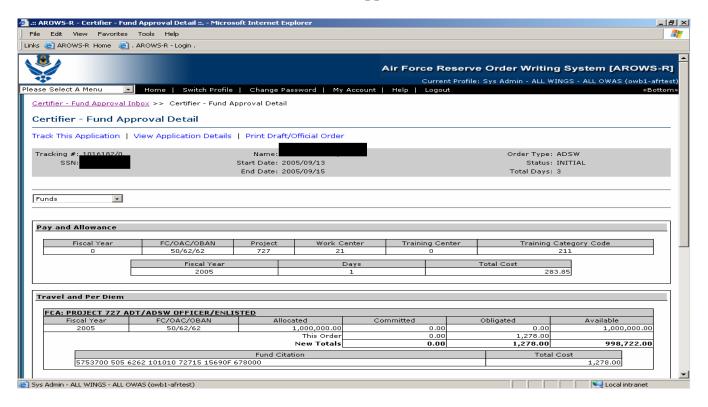
## **Certifier- Detachment 4**



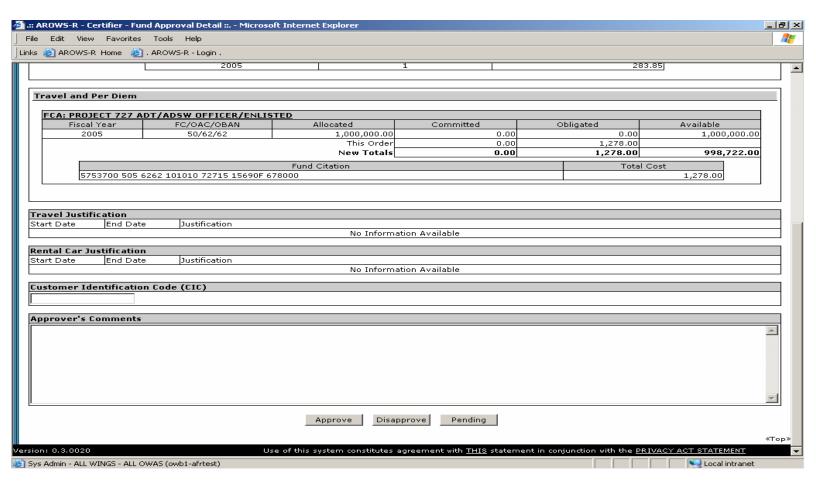
# **Certifier- System Administrator**



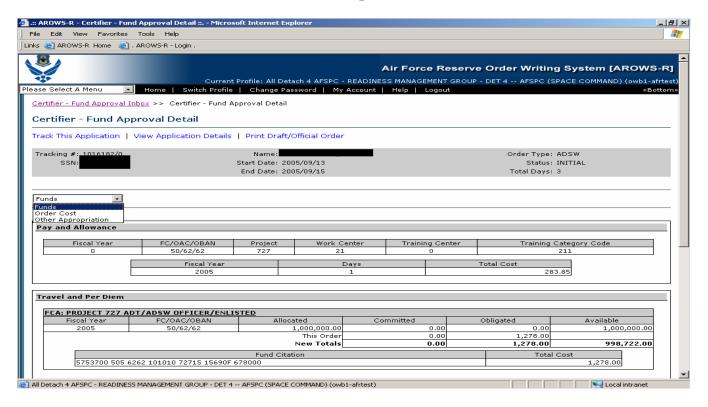
# **Certifier- Fund Approval Detail**



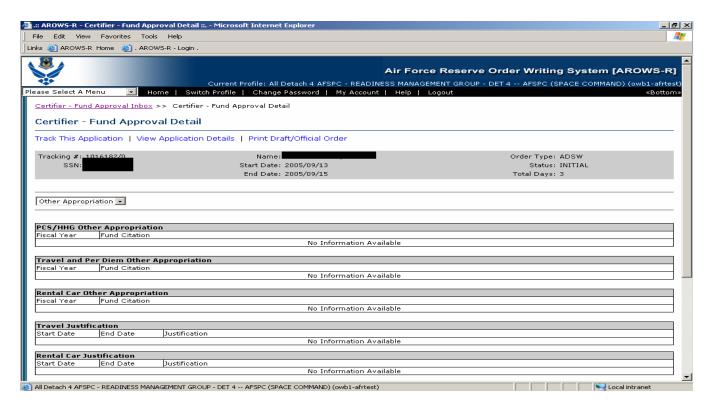
# Certifier- Fund Approval Detail Continued



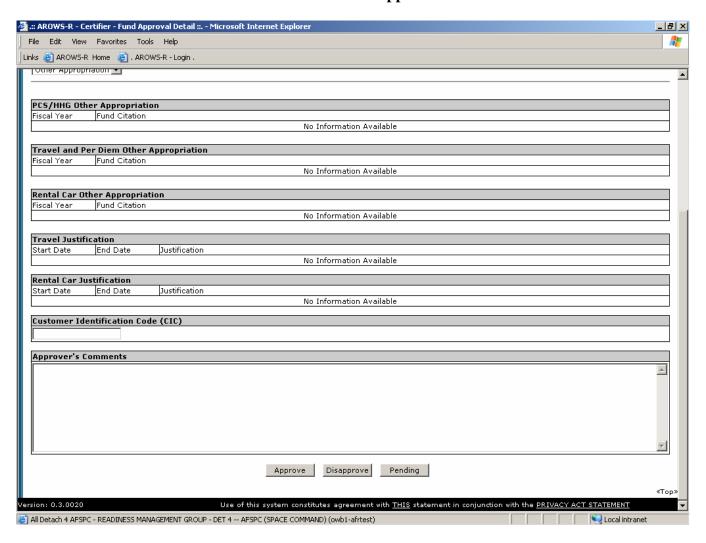
# **Certifier- Drop-Down Box**



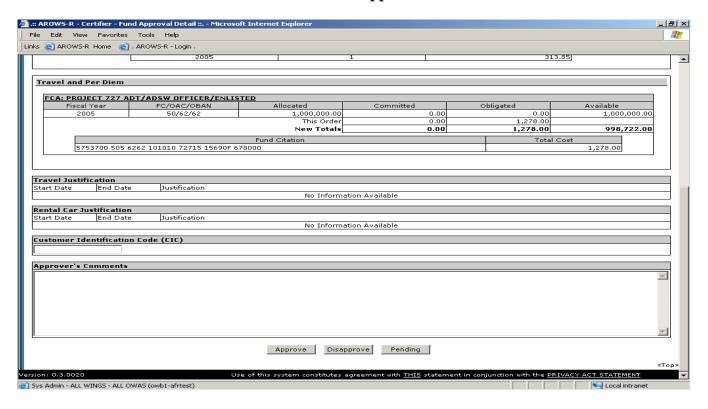
# Certifier- Fund Approval Detail Continued



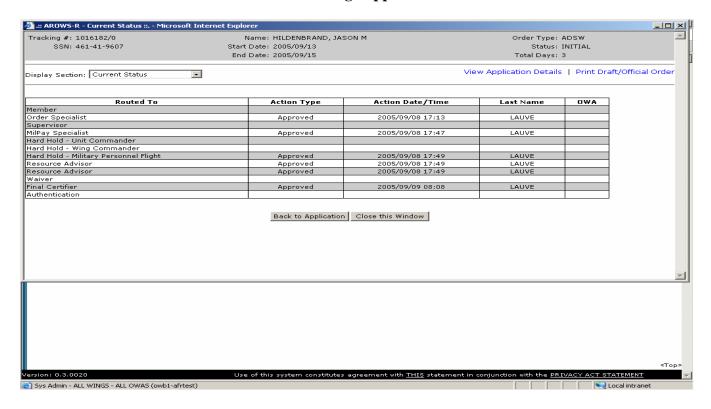
# **Certifier- Fund Approval**



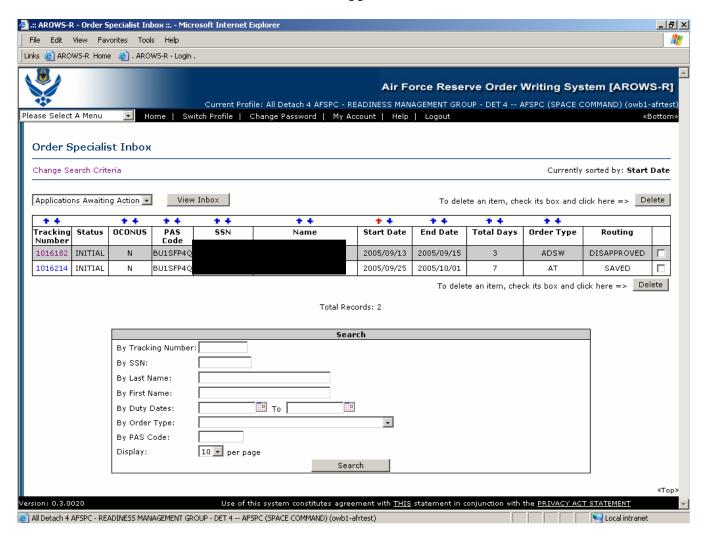
# **Certifier- Approve**



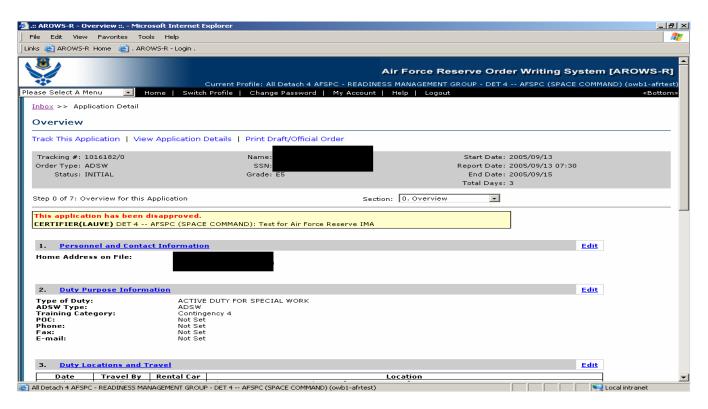
# **Orders Tracking- Approved Order**



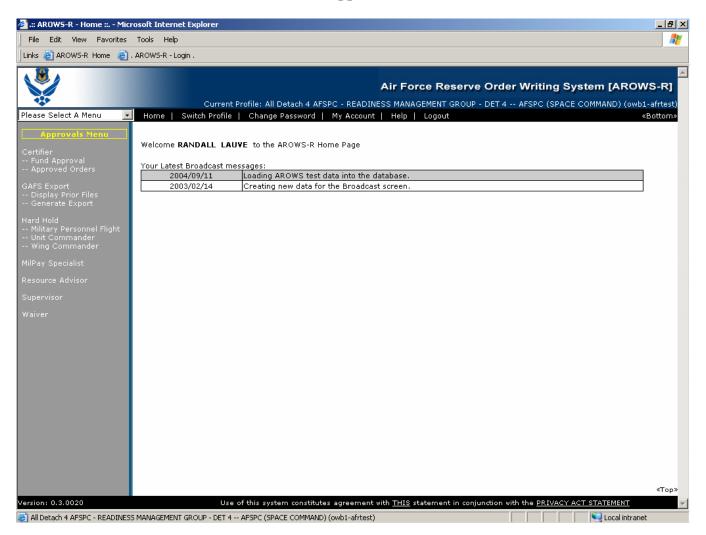
# Orders Specialist Inbox Certifier Disapproved Order



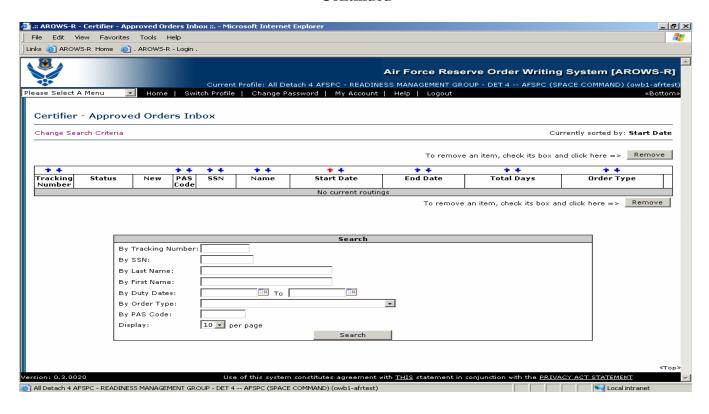
# Orders Specialist Certifier Disapproved Order Continued



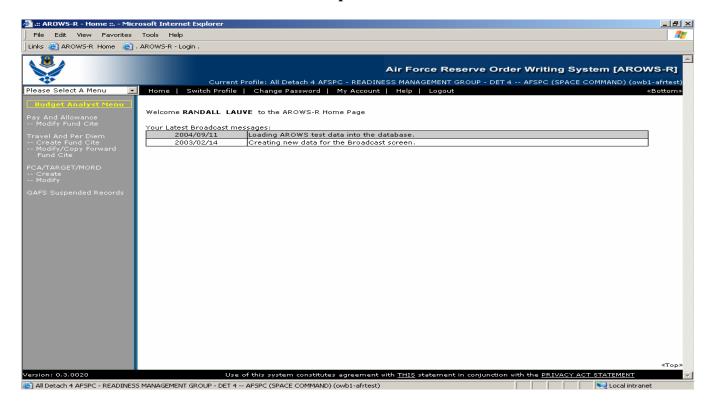
# **Certifier- Approved Orders**



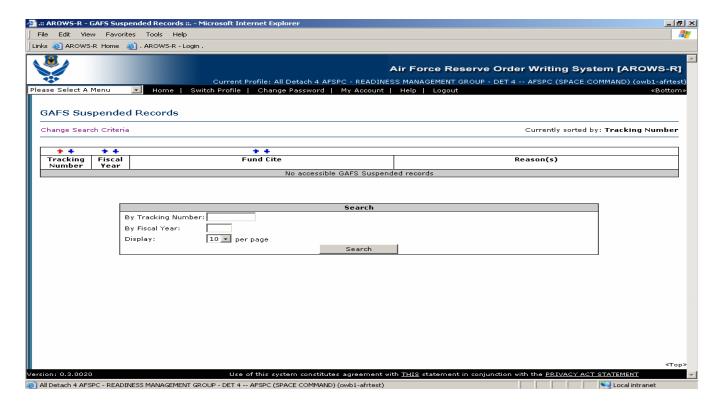
# **Certifier- Approved Orders Continued**



# **GAFS Suspended Records**

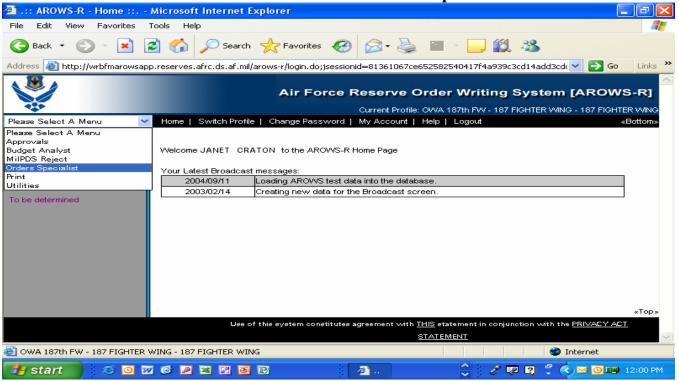


# GAFS Suspended Records Continued

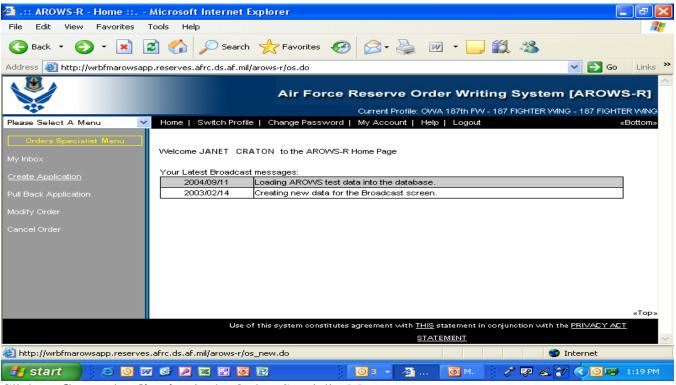


# **Procedures to Create a Mobilization Order**

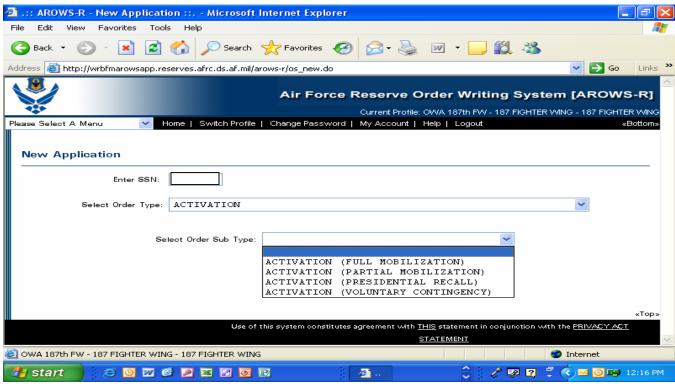
Creation of the Mob Order in AROWS-R will send an update to MILPDS.



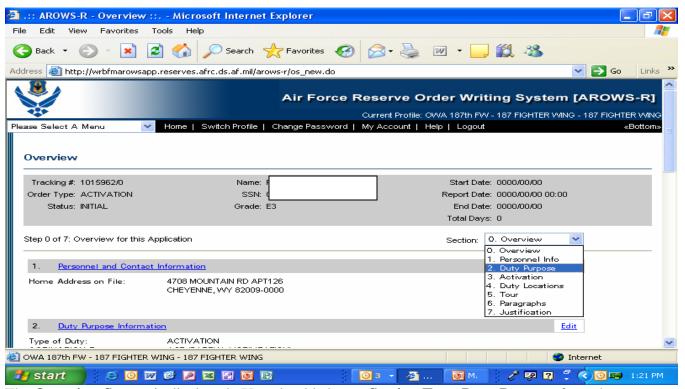
Creating a **Mobilization** (**Activation**) order starts with the selection of **Orders Specialist** from the menu on the left hand side of the screen.



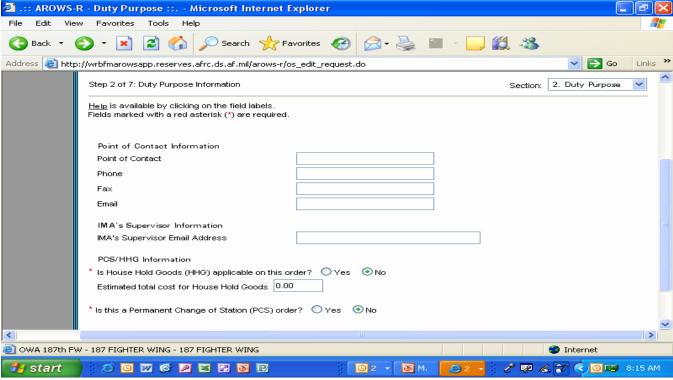
Click on **Create Application** in the Orders Specialist Menu.



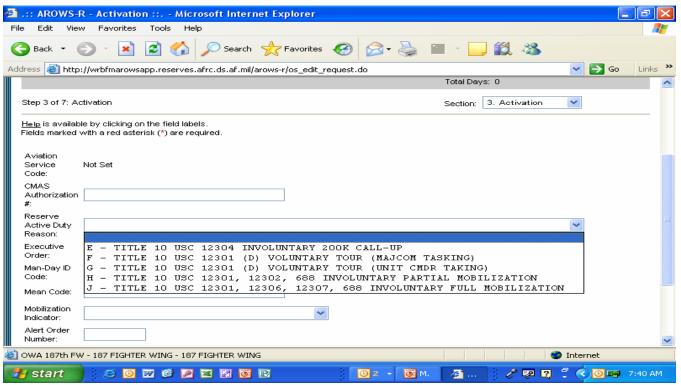
Enter the member's **SSN** and then click on the down-arrow and select the **Order Type**: **Activation.** Once Activation has been selected, you will need to select an **Order Sub Type**. For this example, **Activation (Partial Mobilization)** is going to be selected.



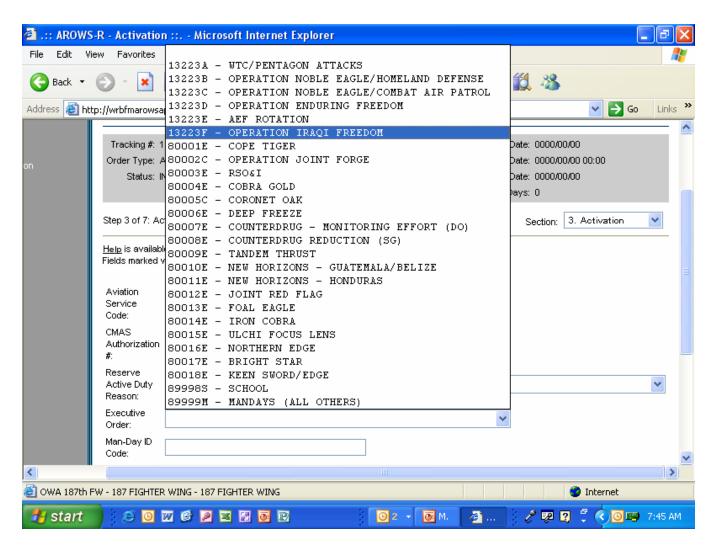
The **Overview Screen** is displayed. You should choose **Section Two: Duty Purpose** from the drop down menu.



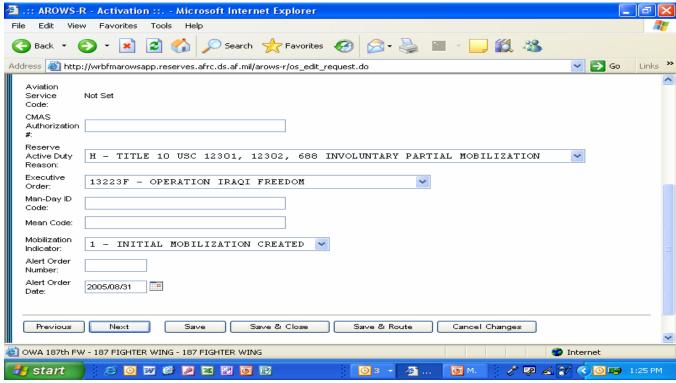
If you do not select whether or not this is a **PCS order** or if **Household Goods** apply to this order, it will not let you proceed. Click on the **Next** button.



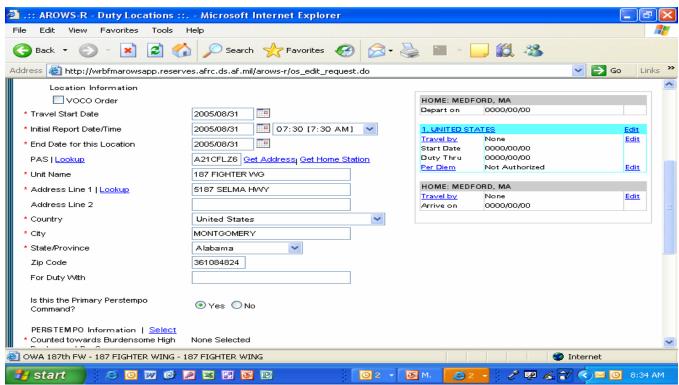
Under **Reserve Active Duty Reason**, choose "H" for Involuntary Mobilizations and "F" or "G" for Contingency Volunteers.



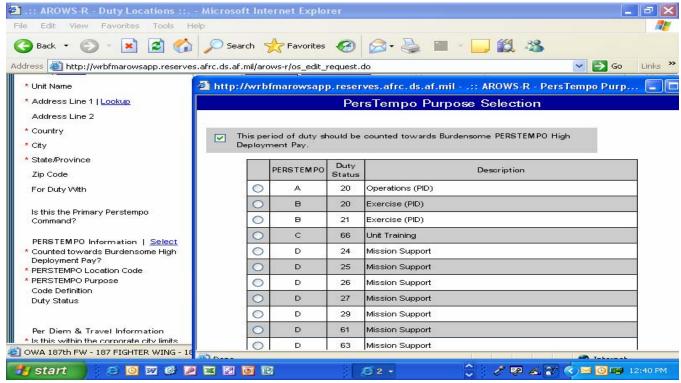
You should choose the proper code from the **Executive Order Table**.



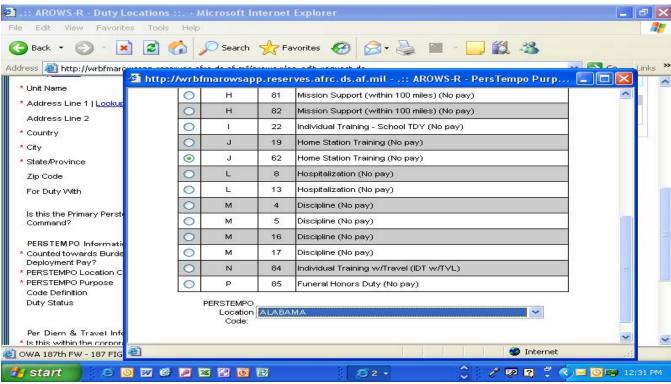
The **Alert Order Date** will be your Notification Date for Tricare. You should always click the **Save** button before moving on to the next section. Click the **Next** button.



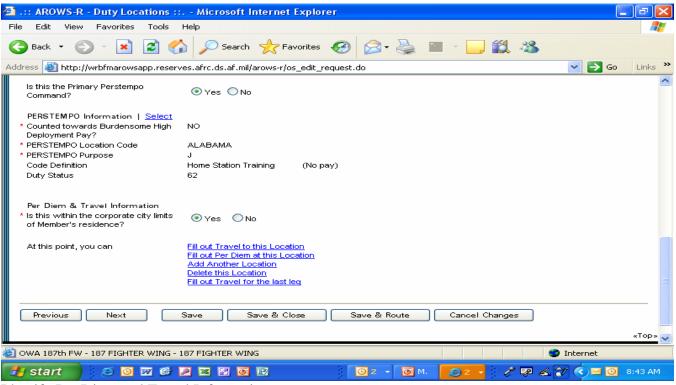
Under PAS code, click "**Get Home Station**" and it will pull in the PAS code information to include the address. To add the Pers Tempo information, click on the link titled **Select.** 



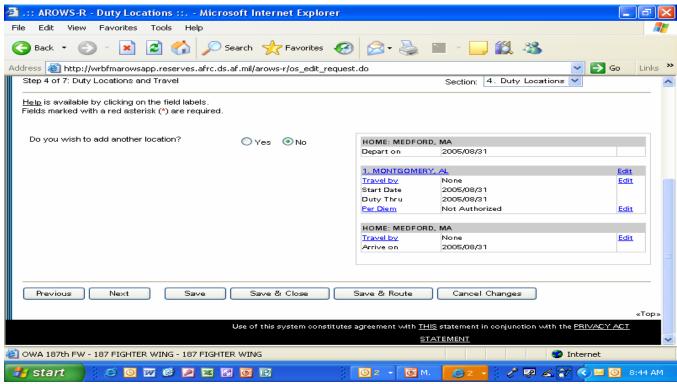
Depending on how the top block is checked will determine what PERSTEMPO codes you see.



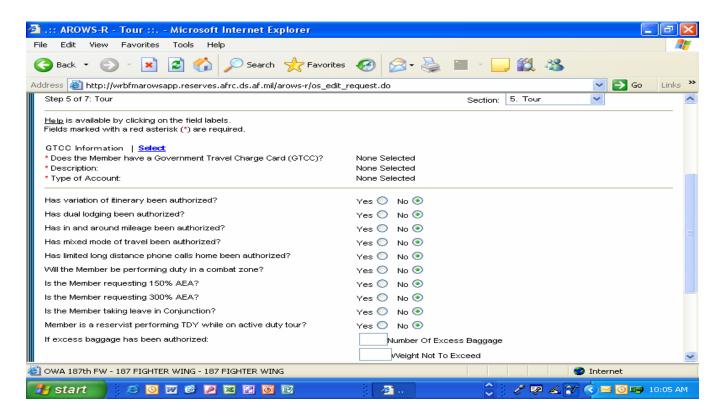
Select the Pers Tempo Location Code.



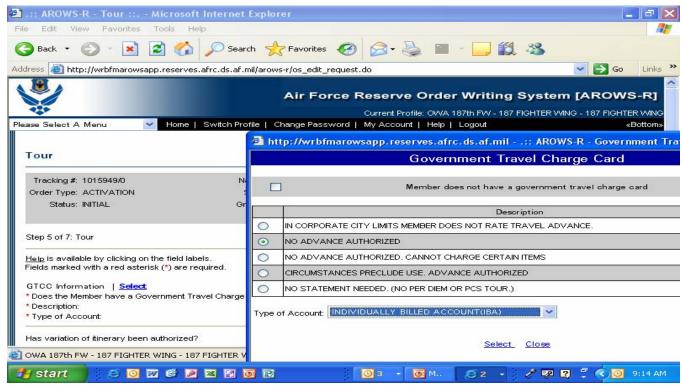
Identify Per Diem and Travel Information.



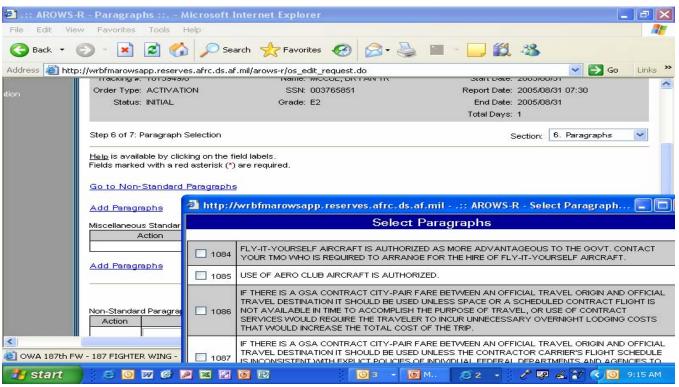
You will be given the option to add another location.



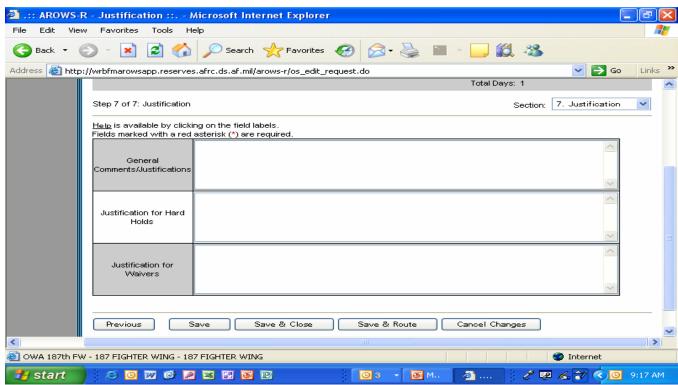
Click the **Select** link beside **GTCC Information** to input whether the member has a Government Credit Card. Answer questions as appropriate and then click the **Next** button.



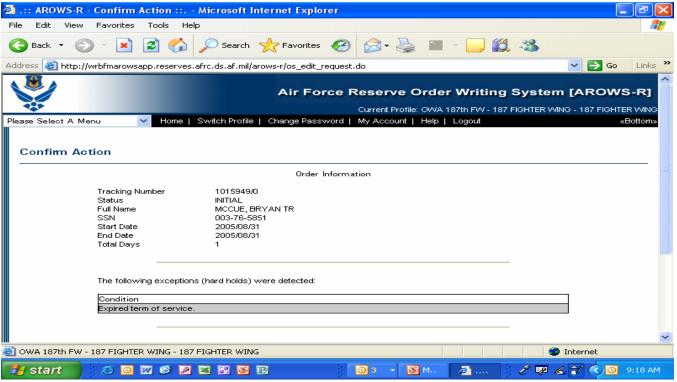
There will be an X in the box for "Member does not have a government travel card". Remove the X and check "No Advance Authorized". For Type of Account, choose Individually Billed Account (IBA).



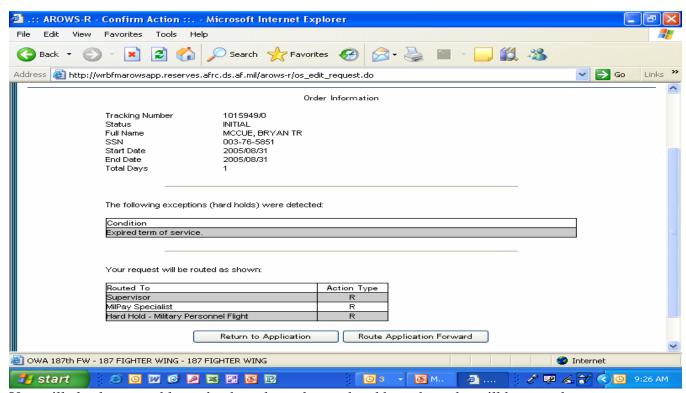
Click the **Add Paragraphs** to select preformatted statements or **Go to NonStandard Paragraphs**.



Section 7 allows you to provide justification for Hard Holds and Waivers. Click on **Save and Route** to get the order on its way.



Once you have completed the order, the system will provide you with a tracking number.



You will also know problems that have been detected and how the order will be routed.

# POINT PAPER ON MILPDS INTERFACE WITH AROWS

- A MILPDS interface will populate AROWS-R with personnel data
  - o If a military member is not gained to file in MILPDS, the order's specialist can load member data to AROWS-R to cut an order. This data will only be retained in the AROWS-R for that particular order. The next refresh from MILPDS will populate the member data.
- Civilian data will be captured from DCPDS for the initial load of the AROWS system. The order's specialist can load personnel data on new civilian employees and this data will be retained in AROWS-R for subsequent orders.
- As you capture information for activation and/or TDY, AROWS-R will extract the necessary information and send it to MILPDS to update PERSETMPO and Mobilization data.
  - When AROWS is initially fielded the PERSTEMPO interface will not be automatic. It will build a TDY Reporting Batch Template to be loaded to MILPDS. We hope to split the data out by wing so the reject files can be distributed to the MILPDS Reject box at each location.
  - The updates for the activations (voluntary and involuntary) should create an automatic interface with MILPDS when AROWS-R is fielded.
- AROWS-R has edits built in the system to make sure that actions needing additional attention or waivers are completed prior to publishing an order. These actions are referred to as Hard Holds and will be systematically sent to the appropriate user for resolution.
  - -- Hard Hold/Waivers

#### **MPF**

- -- Expiration Term of Service
- -- Expiration of Reserve Mandatory Service Date

#### **Unit Commander**

- -- Deployment Availability Codes
- -- VOCO
- -- Initial Active Duty Training
- -- 150% AEA

### Wing Commander

- -- Over 139 Days
- -- Over 179 Days
- -- Extended Annual Tour (12/3 for IMA, 15/4 for others)
- -- Over Age 60
- -- Sanctuary

#### **HO AFRC**

-- 300% AEA

# **Glossary of Terms**

#### **Academic School Year**

Commences with the date required to report for courses of instruction for the member's chosen degree or military science classes, whichever occurs first, and terminates upon completion of either of the above, whichever occurs later.

# Accounting and Disbursement Station Number (ADSN)

At the request of DFAS-DE, the Treasury Department assigns a four-digit disbursing station symbol number (DSSN). This is used by the Air Force to identify the principal Accounting and Finance Office (AFO). DFAS-DE then creates an additional symbol, the ADSN, by adding a two-digit suffix to the DSSN to identify Agent offices. This symbol allows routing of accounting and reporting documentation to the appropriate office.

# **Accounting Classification**

A series of alpha and numeric characters appearing on all obligating and disbursing documents to classify transactions as to funds used, agencies and institutions involved, project accounts, elements of expense and geographical areas.

# **Accounting Code**

The Accounting Code completes the last three digits of the Accounting Processing Code. In most cases the accounting code is the same as the last three digits of the project/subproject code. For example, if an obligation is against project/sub-project 72101, the accounting code will be 101. For projects 726 and 727, the accounting code is the same as the Training Category Code.

# **Accounting Processing Code (APC)**

The APC is a six position code required for all pay inputs from DJMS-RC. Its purpose is to identify the work center, the training center, and the accounting code.

#### Accrued Expenditures Paid (AEP)

In a three-stage accounting system, AEP represents that an obligation has actually been disbursed. Within PBAS, AEP represents that an actual duty was performed, the C01 or A24 pay transaction processed, and a voucher received from DFAS-DE detailing the actual amount paid. The PBAS file containing this type of record is also referred to as the history file.

# **Accrued Expenditures Unpaid (AEU)**

In a three stage accounting system, AEU represents an obligation for services or goods actually received but not paid for. Within PBAS, AEU represents that a tour (or a portion of a long tour) has been completed, and the reservist is entitled to payment, therapy causing an A24 or a C01 pay transaction. This creates an actual obligation to the appropriation. The PBAS file containing this type of record is also referred to as the paid file because payment from DFAS-DE is imminent.

#### **Accrued Leave Entitlement**

Members of the Reserve Forces accrue leave at the rate of two and one-half (2 ½) calendar days for each month on active duty in a pay status for 30 consecutive days or more, including allowable travel time. A member does not accrue leave for periods of duty in a non-pay status.

# **Acquired Dependent**

A military member's dependent acquired through marriage, adoption or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member of children born of a marriage that existed before the beginning of a current tour.

# **Active Duty (AD)**

Reserve component tours of active duty for performance of annual training or any tour of duty which is not a unit training assembly. The term is used in reference to any type of military duty which is paid in the same manner and intent as members assigned to an active military status (active Air Force). The active duty entitlement includes base pay and any allowances that the member would normally receive if serving in an active military position. This term replaces the references to "extended active duty (EAD)" and will be used in conjunction with the terms "short tour," "long tour," or "active duty tours of 180 days or more."

# Active Duty for a period of More than 30 Days

Active duty under an order that does not specify a period of 30 days or less.

## **Active Service**

Active Service means service on active duty.

### **Actual Place of Residence**

The fixed or permanent domicile of a person that can be reasonably justified as a bona fide place of actual residence.

# Additional Flying Training Periods (AFTPs)

Members, assigned to certain organizations and authorized to perform flights, may be paid for flying training periods in addition to the pay group authorization of UTA periods and Annual Tour.

#### ADT

Active Duty for Training

#### Advance

Providing sufficient funds to cover necessary travel and transportation allowances which will be incurred while traveling on official business. Payments made will be prescribed in the regulations of the Service concerned.

# **Advance Payment**

Receipt of payment (pay and allowances in certain cases) before it is earned.

# AEA

Actual Expense Allowance

## Air Reserve Technician (ART)

An individual who holds both civilian and military personnel position. An ART can perform duty in either status.

# **Allowable Travel Time**

The number of days allowed for official travel, determined after travel has been completed. Factors for determining allowable travel time are the itinerary of the member and/or dependents, required reporting dates at duty stations, and the modes of transportation

used, as shown on the travel settlement voucher and members duty status during periods of allowable travel time.

# **Allowance**

A monetary amount paid to an individual in lieu of furnished quarters, subsistence or the like.

# Amend (Modify)

To make changes to an order.

# Annual Tour (AT)

Active Duty period set aside for each reservist to meet training requirements. Normally 15 days per year.

# **Appropriation**

A fund authorization set up by an act of congress which permits a department or other governmental agency to obligate the US Government to pay money for goods and services. Currently, PBAS tracks Reserve Personnel Appropriations (R). It is possible in the future that PBAS will track Military Personnel Appropriations (M).

# **Aviation Career Center Pay (ACIP)**

Paid to officers meeting requirements to perform flight. The entitlement determination is made by the base flight management office at active duty tenant sites. AFRC bases and stations have a Host Unit Manager responsible for determining the entitlement. The Reserve Pay Office processes the entitlement documentation received from the OPR.

# **Aviation Service Career (Not an Extended Active Duty)**

An officer not on extended active duty who holds an aeronautical rating and is qualified for aviation service under regulations prescribed by the Secretary of the military department concerned, shall be considered to be performing aviation service on a career basis, as prescribed in 37 U.S.C. 301a, so long as he or she is performing operational flying duty, or is assigned to a rated position in a Reserve Component or is considered by that component as an asset to the rated inventory and within the preceding 24 months was either on extended active duty as a rated officer or assigned to a rated position in a Reserve component.

# Baggage

Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at point of assignment. Material belonging to the Government may be included. Baggage may accompany a traveler or be transported separately. Accompanied baggage consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carrier's tariffs on a transportation ticket. Unaccompanied baggage includes personal effects authorized for separate transportation at Government expense. Unaccompanied baggage when justified in connection with an extended temporary duty assignment is limited to the necessary personal clothing and effects for the employee and equipment directly related with the assignment. Unaccompanied baggage in connection with permanent duty and renewal agreement travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens and baby carriages; and other articles required for the care of dependents. Such items such as refrigerators, washing machines, and other major appliances or furniture will not be included in unaccompanied baggage. Unaccompanied baggage transported in the hold of a ship may be referred to as "hold" baggage. There are size and weight limitations.

# **Basic Allowance for Housing (BAH)**

Based on geographic duty location, pay grade, and dependency status. The intent is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets and is payable when government quarters are not provided.

# **Basic Allowance for Subsistence (BAS)**

An allowance received by members to offset the cost of their meals.

# **Basic Pay or Base Pay**

The pay of an officer or enlisted member according to the rank and longevity before additional amounts are added for quarters, subsistence, flying status, overseas duty, etc.

#### **Blanket Travel Order**

An order issued to a member who regularly and frequently makes trips away from his or her permanent duty station within certain geographical limits in performance of regularly assigned duties.

### **BMT**

**Basic Military Training** 

#### **BPAC**

**Budget Project Account Code** 

#### BQ

General Accounting System

## **Budget Activity Code (BAC)**

Budget Activity is the fund control level in O&M and RPA. The Air Force Reserve has funds in Bas 1 and 4, in O&M and BA 1 and 2 in RPA.

## Calendar Day

Calendar day means the 24 hour period from one midnight to the next midnight. For the purpose of the JTR, the calendar day technically begins one second after midnight (reflected as 0001) and ends at midnight (2400).

# Cardholder

Air Force personnel eligible for a government contractor-issued travel charge card under the guidelines of the government contractor-issued travel charge program. Includes eligible or selected personnel declining to apply for or accept the government contractor-issued travel charge card and personnel having their government contractor-issued travel charge card suspended or revoked because of account delinquency.

## **Certifying Officer**

A person authorized to attest to the accuracy or legality of facts, especially those which support a demand for payment.

# CIC

**Customer Identification Code** 

# **Circuitous Travel**

Travel by a route other than the one that would normally be prescribed by a transportation officer between the places involved.

# **Citation of Funds**

A letter, teletype or formal document by which one agency tells another agency that it can commit and obligate funds.

# **Commercial Transporter**

A transporter of mobile homes operating under the Interstate Commerce Act in interstate commerce or under appropriate state statutes in intrastate commerce.

## **Commissioned Officer**

Unless otherwise qualified, means a member of the Uniformed Services having rank or grade of second lieutenant, ensign, or above, either permanent or temporary, in any of the Uniformed Services.

### Commitment

An accounting procedure whereby funds are administratively earmarked for something to be bought in the near future. This procedure precedes obligation action and is normally based upon firm procurement directives, orders, requisition or requests.

### **Common Carrier**

A firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, bus, airplane or ship.

# **Confirmatory Orders**

Used for previously issued verbal orders.

## Consecutive Overseas Tour (COT)

The Permanent Change of Station (PCS) reassignment of a member from one overseas Permanent Duty Station (PDS) to another overseas PDS, regardless of whether it is within the same country or intra or intertheatre. Completion of the initial overseas tour is not essential. (Exception to the PCS requirement is when member serves an in-place consecutive overseas tour.)

## Continental United States (CONUS)

Unless otherwise qualified, means the 48 contiguous states and the District of Columbia.

# **Contingency Operation**

Any military operation that:

- Is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force: or
- Results in the call or order to, or retention on, active duty of members of the Uniformed Services under Section 672 (a), 673, 673b, 673c, 688, 3500, or 8500 of the title 10 U.S.C.; under Chapter 15 of title 10 U.S.C.; or under any other provision of law during war or national emergency declared by the President of Congress.

# **Continuing Resolution Authority (CRA)**

A congressional and Presidential authority to continue prudent operations pending passage of the appropriation and/or authorization bills.

## **Cost Center**

Any organizational element or function designated as an entity for the purpose of determining cost.

### СТО

Commercial Travel Office

### **DDP**

**Diving Duty Pay** 

### **Deductible Meals**

Meals consumed by a member when furnished with or without charge incident to an official assignment by sources other than a Government Mess. Such sources include, but are not limited to the following:

- Local or state governments
- Foreign governments
- Other U.S. Government agencies, excluding the Uniformed Services; U.S. Government contractor when meals are furnished under the terms of a contract
- Private, professional, technical, fraternal, civic, or similar organization in connection with activities sponsored or conducted by the organization.
- Meals furnished while attending a function paid for from contingency or other appropriated or non-appropriated funds.

Meals furnished on commercial aircraft, by private individuals; or box lunches; in-flight meals or rations furnished by the Government on military aircraft, are not considered deductible meals and no deduction will be made from authorized travel allowances based on the availability or use of such meals.

# Department of Defense (DoD) Components

DOD Components include the Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), Defense Nuclear Agency, Defense Communications Agency, Defense Contract Audit Agency, Defense Intelligence Agency, Defense Supply Agency, National Security Agency, Defense Investigative Service, Defense Joint Tactical Communications (TRI-TAC) Office, Defense Mapping Agency, Defense Civil Preparedness Agency, Defense Advanced Research Projects Agency, Department of the Army, Department of the Navy (including the Marine Corps) and Department of the Air Force.

# Dependent

With respect to a member of Uniformed Service, dependent means:

- Spouse
- A child or adult meeting the age and/or mental, physical and legal criteria set forth in the DoD Financial Management Regulation who is dependent on the member for financial support.

#### Destination

For per diem purposes, the next location a member is TDY or has a stopover for the night.

# **Disbursing Officer**

An officer responsible and accountable for the disbursement and collection of public funds, especially military pay and allowances.

# DITY

Do It Yourself

## **DLA**

Dislocation Allowance or Defense Logistics Agency

# DODFMR (DOD 7000.14R Volume 7A)

Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy an Procedures, Active Duty and Reserve Pay

### **DSSN**

Disbursing Station Symbol Number

### **Dual Status**

Enlisted members of the Naval or Marine Corps Reserve on duty as temporary officers under 10 U.S.C. 5596.

# **Duty Station**

The place at which the member is assigned for regular duty; also, the place at which the member performs an assigned duty.

# **Effective Date of PCS Orders**

For members being separated or retired, the effective date for determining the entitlement to travel and transportation allowances (authorized weight of household goods, eligibility for travel of dependents, etc.) is the last day of active duty. This does not apply to reservists being separated or recalled retired members who continue in an active duty status during the time allowed for return travel home. For those members, and members other than those being separated or retired, it is the date a member is required to begin travel from the old permanent duty station, the member's home or place from which called (or ordered) to active duty, the last temporary duty station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and/or used.

#### **Elapsed Time**

The time spent between points of duty including the day of departure through the day of arrival for duty. This is the unit to be considered in determining authorized time a member is required to report to comply with the orders.

## Element of Expense/Investment Code (EEIC)

A three or five-digit numeric or numeric/alpha code used within the Air Force O&M appropriation to identify the type/nature of services of items purchased for immediate consumption (expense items) or capitalization (investment items). EEICs are used as part of an accounting classification in accounting for commitment, obligation, disbursement, collection and international balance of payment transactions.

# **Emergency and Special Program Code (ESP)**

This variable code can be assigned locally or by headquarters and is used to identify contingency operations. Contact the budget officer for code identification.

# **Enlisted Member**

A person enlisted, enrolled or conscripted into the military service.

#### **Enlistee**

A person who has voluntarily enlisted for military service.

## **Entitlement**

The legal right to receive items of pay. The term normally applies to the items of pay earned within a specified period. Included are base pays and incentive pays.

# **Estimated Travel Time**

The maximum time that may be used for travel between duty stations as determined in advance and shown in the travel order. The mode of transportation actually used can result in a lesser number of days of allowable travel time. Do not accept the estimated travel time as allowable travel time.

# **Expenditure**

An accounting term that shows when money has actually been paid out for services or items received.

# **FHD-Days**

**Funeral Honors Duty-Days** 

# **Field Duty**

All duty under orders with troops operating against an enemy, actual or potential; or serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, and

- The member is subsisted in a Government mess or with an organization drawing field rations, and is quartered in accommodations normally associated with field exercises or
- Students are participating in survival training and forage for subsistence and improvise their own shelter.

Members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by a competent official.

Fiscal Year (FY)

The 12 month period which begins 1 October of one year and ends on 30 September of the next year.

## Flag Officer

Comparable to Army, Air Force, and Marine general officer.

## Flying Status

The status of a member who is required by orders to participate in frequent and regular aerial flights.

#### **FSO**

Finance Services Officer

# **Fund Cite Authorization (FCA)**

An AF Form 616 which provides the authority to cite funds. The AF Form 616 must have a not-to-exceed amount and not-to-exceed date.

#### Fund Code (FC)

A fund code is a two-position code established for each Air Force appropriation. The codes facilitate computer processing and are an element of the accounting classification.

## Fund Summary Records (FSR)

These records are established at the level required for fiscal limitation and reporting purposes. They will generally be established from the limitations reflected on Operating

Budget Authority and Allotment Documents. The FSR contains accounting classification data and designated fields for accumulating dollar totals.

# **Fund Type**

Appropriations and funds are classified in the accounting system fund type by function and account structure. Within the fund type, accounting records (control summary records, etc.) are established at the level required for fund control and reporting purposes.

# **Funeral Honors Duty (FHD)**

Funeral honors duty allowance is only payable to members in the inactive funeral honors duty status and is the only compensation payable to members in a funeral honors duty status. It is paid in lieu of basic pay and any other pay normally paid for inactive duty periods. Effective 1 October 2000, the FY01 NDAA authorized the payment of 1 day of basic pay in lieu of the \$50 funeral honors duty allowance.

# **Funeral Honors Duty Allowance (FHDA)**

A distinction should be noted between funeral honors duty and funeral honors duty status. Funeral honors duty may be performed in either an active duty status or in the inactive funeral honors duty status. However, it is only the inactive duty funeral honors duty status that earns a member the entitlement to the \$50 funeral honors duty allowance or payment of one day of basic pay.

#### **GAFS**

General Accounting and Finance System, also known as "BQ".

#### **GBL**

Government Bill of Lading

## Geographically Separated Unit (GSU)

A unit physically located in an area without a Reserve Pay Office and CBPO support. Personnel assigned to a GSU receive support from another AFRC tenant, base, or station.

# **Government Contractor-issued Travel Charge Card**

A contractor-issued travel charge card issued to eligible or selected Air Force personnel under the guidelines of the government contractor-issued travel charge card program. The government contractor-issued travel charge card is only for use on official government business.

# **Government Conveyance**

Any means of transportation owned, leased, or chartered by the Government, including aircraft on loan to or owned by an Aero Club. A Government-owned vessel totally leased for commercial operation or a rental vehicle as referred to in JTR par. U5320-E will not be considered as a Government conveyance (52 Comp. Gen. 936 (1973)).

#### **Government Mess**

Government mess means any of the following, provided it is made available to, or utilized by, the member concerned, even though officers are assessed a charge therefore:

- Any general or Service organizational mess, including messing facilities of a stateowned National Guard camp;
- Any Army or Air Force officers' or student officers' field mess;
- A Navy, Marine corps, or Coast Guard officers' closed mess; or an officers' wardroom mess or warrant officers' and chief petty officers' mess afloat;
- Box lunches, in-flight meals, or rations furnished by the Government.

# **Government Procured Transportation**

Transportation procured directly from a commercial carrier with a Government Transportation Request (GTR) or other document issued by an appropriate Government official.

# **Government Quarters or Housing Facilities**

Includes the following:

- Any sleeping accommodations or family-type housing owned or leased by the United States Government;
- Lodgings or other quarters obtained by United States Government contract;
- Dormitories or similar facilities operated by cost-plus-a-fixed-fee contractors;
- Any sleeping or housing facilities furnished by a foreign government on behalf of the United States Government;
- Transient facilities such as guest houses, hostess houses, and hotel-type accommodations. (Accommodations built and operated by nonappropriated fund activities are considered to be rental quarters for the purpose of BAQ eligibility.) Payment of service charges for laundering of linens, janitorial services, etc., has no effect on whether the facilities are considered Government quarters or housing facilities;
- Quarters in a state-owned National Guard camp.

# **Government Transportation**

Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air.

# Health Professions Scholarship Program (HPSP)

Selected individuals appointed as Reserve officers and detailed to civilian institutions to train for future active duty and Reserve positions. Members perform a 45-day annual tour and receive a stipend while not on active duty.

#### Home

The place recorded as home when the member was ordered to active duty.

## Home of Record (HOR)

The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into the relevant tour of active duty until a break in service of more than one full day occurs or when detected that, through a bona fide error, the place originally named at time of current entry into service was not in fact the actual home.

# Home of Selection (HOS)

The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), discharge with severance or separation pay, placement on the temporary disability retired list, or involuntary release to inactive duty with readjustment or separation pay under the conditions stated in JTR U5130-A1.

#### Household Goods (HHG)

With certain exceptions, all personal property associated with the home and all personal effects belonging to a member and the member's dependents on the effective date of the member's permanent or temporary change of station orders which can be legally accepted and transported as household goods (HHG) by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority.

## **HQ AFRC**

Headquarters Air Force Reserve Command, located at Robins A.F.B. Georgia.

# HQ AFRC/FM

Headquarters Air Force Reserve Command, Directorate of Financial Management, located at Robins A.F.B. Georgia.

# In-Place Consecutive Overseas Tour (IPCOT)

An in-place consecutive overseas tour is one in which upon completion of an initial overseas tour, to include voluntary extensions, a member agrees to serve another prescribed tour at the same Permanent Duty Station (PDS). The effective date of an IPCOT order is the first day of duty on the new tour. No Permanent Change of Station (PCS) movement is involved.

# **Incidental Expenses Covered by Per Diem**

- Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries. (See JTR par. C6552, item 4, regarding baggage handling costs incurred as a direct result of an employee's disability).
- Laundry, cleaning and pressing of clothing.
- Transportation between places of lodging or business and places where meals are taken unless otherwise provided in the JTR.
- Telegrams and telephone calls necessary to reserve lodging accommodations.
- Also includes mailing costs associated with filing travel vouchers and payment of Government-sponsored credit card billings.

# **Individual Mobilization Augmentee (IMA)**

Officers and airmen assigned to positions which would be used to backfill the active duty in the event of mobilization. Positions are programmed by the active duty.

# Initial Active Duty Training (IADT)

Normally, twelve weeks initial training for non-prior service members. Referred to as Basic Training or Basic Military Training (BMT).

# **Installation of the Services**

An Air Force, Army, Navy, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration corps, or Public Health Service base, post, yard, camp or station and a similar installation of an allied nation. An activity is not considered an installation if it does not contain and operate permanent or semipermanent-type troop shelters and dining facilities.

#### Invitational Travel

Authorization for travel of a person, not a Government employee, in connection with certain assignments directly related to activities and in the interest of the Department of Defense.

#### **JFTR**

Joint Federal Travel Regulation

#### JTR

Joint Travel Regulation

# **Local Move**

A local move is a move involving either drayage or shipment of household goods for a short distance between residences or to or from nontemporary storage facility in the area of the

member's Permanent Duty Station (PDS), or in the area of the member's last PDS when the member is authorized a final move incident to separation or retirement. Local moves incident to reassignment or Permanent Change of Station (PCS) to a new duty station near the old duty station involve a move between residences within a metropolitan area. Local moves not incident to a PCS involve a move between residences within the daily commuting distance of the PDS. A local move of household goods includes necessary packing, crating, hauling, unpacking and uncrating incident to the move.

# **Locality Rates**

Locality rates are maximum per diem rates prescribed for specific localities within and outside CONUS.

### LOD

Line of Duty

# Lodging

- The term "lodging" includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, and fires furnished in room when such charges are not included in the room rate.
- The term "lodging" does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered an expense covered by per diem. However, in determining the overall cost to the Government when authorizing the mode of transportation to be used, the availability of these accommodations shall be considered.

#### M&IE

Meals and incidental expense

#### **MAJCOM**

Major Command

## Major Force Program (MFP)

The broadest and most basic structural element of the Five Year Defense Program (FYDP) is the MFP. An MFP is a broad aggregation of smaller or specific elements (Missions) that either complement each other or are closely related. Prior to FY 94, MFPs were used in O&M (Operations and Maintenance) appropriations to identify a combination of personnel, equipment, and facilities which together created a specific military capability or support activity.

# Manday

Any day a reservist performs active duty other than annual tour. This does not include unit training assemblies.

## Master Military Pay Account (MMPA)

Account maintained by DFAS-DE for various component members. It contains a complete record of each member's military pay.

#### Meals

Expenses for breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

## Member

A person appointed or enlisted in, or conscripted into, a Uniformed Service. (Cadets or midshipmen of the Service academies are considered members only for the purpose of establishing entitlement.)

# Mileage

Statute miles.

# Mileage Allowance

A rate per mile in lieu of actual expenses of operation of a privately owned conveyance (POC) or in connection with movement of a mobile home. Certain restrictions and conditions apply when determining the allowable reimbursement amount.

### **Mixed Modes**

Travel using two or more of the following modes:

- personally procured commercial transportation,
- privately owned conveyance (POC),
- government procured commercial transportation, or
- government transportation.

For the purpose of defining mixed mode travel on a Permanent Change of Station (PCS), a rental vehicle procured at personal expense is considered to be a POC.

#### **MPA**

Military Personnel Appropriation

### **MPF**

Military Personnel Flight

### O&M

Operations and Maintenance

#### Object Class Code (OCC)

A four-digit numeric identifying the type/nature of services or items purchased. OCCs are used as part of an accounting classification under the Defense Business Operations Fund (DBOF).

#### Obligation

The estimated or actual cost of an authorized service or article ordered.

#### Officer

A commissioned or warrant officer.

## Official Travel

Authorized travel and assignment solely in connection with business of the Department of Defense or the Government. Official travel may be performed within or in the vicinity of a permanent duty station; to or from place of actual residence; to, from, or between permanent duty stations; and to, from, at, and between places of temporary duty assignment. The term "travel" relates not only to movement from place to place but also includes entitlement to the use of quarters facilities, allowance, the certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations. Travel and delays for personal reasons or convenience, by circuitous route, by modes of transportation other than authorized or approved, for additional distances, or to places in connection with personal affairs is not official travel. Non-official travel status affects allowances, reimbursements, and pay status.

# **Operating Agency Code (OAC)**

A two-digit numeric code used within the Air Force and defense agencies to identify a major command (MAJCOM).

# **Operating Budget Account Number (OBAN)**

A two-digit alpha/numeric code which identifies (for funding purposes) a unit (wing,group, or squadron). When combined with the operating agency code (OAC), it identifies the major command and the applicable lower echelon.

# **Operational Flying Duty**

Flying performed under competent orders by rated or designated members while serving in assignments in which basic flying skills normally are maintained in the performance of assigned duties as determined by the Secretary of the military department concerned, and flying performed by members in training that leads to the award of an aeronautical rating or designation.

### OPR

Office of Primary Responsibility

#### OTD

Official table of distances

## **OTS**

Officer Training School

# Over-Obligation

A condition that exists when expenditures exceed annual and/or quarterly authority.

#### **Overseas**

Outside CONUS. However, with respect to Alaska, Hawaii, and the territories and possessions of the United States, or foreign countries and similar geographical localities, the term, for permanent duty travel purposes, means an overseas place of employment outside the geographical locality in which the place of residence is located.

#### PAS

Personnel Accounting Symbol identifying the CBPO, MAJCOM and unit.

## **PBAS**

Personnel Budget and Analysis System.

## **PDTATAC**

Per Diem, Travel and Transportation Allowance Committee

#### Per Diem Allowance

The per diem allowance is a daily payment instead of actual expenses for lodging, meals and related incidental expenses. The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses and cover charges, including taxes and service charges where applicable.

# Permanent Change of Station (PCS)

The assignment, detail, or transfer of a member or unit to a different duty station under competent orders which neither specify the duty as temporary, nor provide for further assignment to a new station, nor direct return to the old station.

# Permanent Duty Station (PDS)

The post of duty or official station, including a ship (for the purpose of personal travel and transportation of member's personal effects located on board the ship) and the home port of a vessel or of a ship-based staff (insofar as travel of dependents, and transportation of household goods, mobile homes, and/or privately-owned vehicles is concerned), to which a member is assigned or attached for duty other than "temporary duty" or "temporary additional duty."

# **Permanent Duty Travel**

Permanent duty travel includes first duty station travel for a newly recruited employee or appointee, renewal agreement travel, permanent change-of-station travel, and separation travel.

### **Permanent Station**

In general, the post of duty or official station to which member is assigned for permanent duty.

### **Permissive Orders**

Allows members to be away from their PDS without being charged leave. Orders issued to reservists performing active duty without pay to participate in AFRC level or higher Services events sanctioned by DoD. Before performing permissive TDY, the member must be placed on active duty without pay at their unit of assignment using AF Fm 938. AFRC/CV must approve.

# Place from which called (or ordered) to active duty

The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty; or, in the case of an inductee, the location of the local Selective Service Board to which the individual first reported for delivery to the induction station regardless of voluntary enlistment in the Regulars or Reserves after induction. The "place from which ordered to active duty" in the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty is the place to which orders to active duty are addressed. The place from which ordered to active duty will not change unless a break in service exceeds one full day. In such cases, the place from which ordered to active duty will be the place of entry into the new period of service. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy, civilian college or university, the "place from which ordered to active duty" is the place where the member attains a military status or where the member enters the Service, and generally this is the academic institution and not the member's home of record.

## Place of Storage

The place where household goods are located, whether in a storage warehouse or residence or at any point other than the duty station.

# **PLEAD**

Place From Which Entered (or called) to Active Duty

### POC

Privately Owned Conveyance or Point of Contact

# **Port Call**

Official notification or instructions which require a member or dependents to report for transoceanic transportation. The port call designates the aerial or sea port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the required reporting time and date, and provides such other instructions as are relevant to the transportation arrangements made on behalf of the traveler(s).

# Port of Debarkation (POD)

When a passenger travels by air, the port of debarkation is the destination airport where the traveler debarks (i.e., leaves) an international/transoceanic flight. When a passenger travels by vessel, the port of debarkation is the place at which the passenger leaves a vessel after the journey.

# Port of Embarkation (POE)

When a passenger travels by air, the port of embarkation is the airport where the traveler boards an international/transoceanic flight for travel to, from or between points outside CONUS. The port of embarkation is designated in the port call, if applicable. When a passenger travels by vessel, the port of embarkation is the place at which the passenger boards a vessel for a journey of 24 hours or more in duration.

## **Possessions of the United States**

The term "possessions of the United States" includes Guam, American Samoa and the Guano Islands.

# **Privately Owned Conveyance**

Unless otherwise qualified, any mode of transportation actually used for the movement of persons from place to place other than a Government conveyance or a common carrier. A conveyance rented by a member at personal expense for transportation on Permanent Change of Station (PCS) or Temporary Duty (TDY)/Temporary Additional Duty (TAD), when such rental conveyance has not been authorized or approved as a Special Conveyance as provided for in JTR par. U3415 is also included.

## **Privately Owned Vehicle (POV)**

A motor vehicle owned or on a long-term lease (12 months or longer) by the member, or a dependent of the member, that:

- is self-propelled; and
- is designed to carry passengers or property.

It also means, at the members option, a motorcycle or moped if the member does not ship a vehicle with four or more wheels on the same orders.

## **Proceed Time**

A period of time during which a member is authorized, by regulations of the Service concerned, to delay in the execution of travel orders. This term applies only when authorized in separate regulations by the Service concerned.

# Professional Books, Papers, and Equipment

Certain items in the member's possession when needed by the member in the performance of the member's official duties. Members are entitled to the shipment of these items incident to separation, relief from active duty, or retirement, without being considered part of the member's household goods weight allowance.

# Program Element (PE)

Each Budget Activity (BA) is subdivided into more specific mission breakouts called Program Elements. They provide detailed description of the mission to be accomplished. Each weapons system is identified with a separate program element code (PEC).

# **Program Summary Record (PSR)**

These records are established as a subsidiary to the Fund Summary Records (FSR) and contain the dollar amounts and a greater detail of accounting classifications. For Operation and Maintenance (O&M) funds, one or more PSRs may be established and linked to one FSR. PSRs are established by RC/CC, EEIC, (and sales code when applicable), and allow for fund distribution.

# Project/Subproject

A five-digit code identifying expenditures of pay and allowances, clothing, subsistence, gratuities, travel, transportation, per diem and related expenses for personnel of the Air Force Reserve.

Example 721.01

721 represents the 'Training - Unit program, pay group A' project.

01 represents the 'Pay and allowances, active duty for training, officers' subproject.

# Pull Back

# **Quarterly Obligation Authority (QOA)**

This represents the actual cash you have available for spending during a given quarter of the year. Quarterly Obligation Authority is provided on a cumulative basis from the beginning of the year.

### Rations-in-kind

Meals furnished rather than money in lieu thereof.

# Readiness Management Period (RMP)

An additional Inactive Duty Training Period (IDT) separate from the Unit Training Assembly (UTA). Only (1) 4-hour period may be performed in a calendar day.

## **Ready Reserves**

Units or individual Reservists liable for active duty under title 10 U.S.C., sections 672 or 673.

# **Registration Fee**

Fees and related expenses for participants whose presence is necessary for adequate Air Force representation (information exchange) in technical conferences, seminars, private associations, meetings and activities not convened for the purpose of formal training. The fee may be used to pay for guest speakers and expenses associated with sponsoring the function. The orders/approving official will not authorize reimbursement of a registration fee to cover social amenities, such as coffee, hor d'oeuvres, mementos, souvenirs, etc., provided during the meeting. Fees chargeable to EEIC 409 on travel orders.

# **Rental Charge**

Refers to a charge made on account of occupancy. Does not include service charges for linen, cleaning, maintenance, etc.

# **Repeated Travel Orders**

Orders which allow any necessary number of separate round trip journeys from the permanent duty station to and from or between specified locations. Each separate journey

may necessitate stopover for duty at one or more places before returning to the Permanent Duty Station (PDS). Travel must not be solely between the place of duty and place of lodging.

# **Reserve Components**

The Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, and the Reserve corps of the Public Health Service.

# Resource Advisor (RA)

An individual appointed by the responsibility center manager (RCM) to oversee a specific part of, or the total financial status of a squadron, branch, etc. and consolidate requirements.

# Responsibility Center/Cost Center (RCCC)

A six-digit code that identifies an organization or a section within an organization. Responsibility centers are the focal point of managerial control and represent a level of reporting for financial accountability.

A cost center is a subordinate entity or unit of activity of an organization used for purposes of cost accumulation and distribution.

The cost account is subordinate to a cost center and is used to collect costs below organizational entities; also cost accounts are identified to a single parent command, DOD program element, and functional category.

# Revoke (Cancel)

#### RITA

Relocation income tax allowance

#### **RPA**

Refers to Reserve Personnel Appropriation 3700. For pay and allowances, clothing, subsistence, gratuities, travel, transportation, per diem and related expenses for personnel of the Air Force Reserve.

# **RPA Budget Activity Codes**

- BAC 1 provides funds for statutory duty, e.g., UTA, AT, IADT, and AFTP. Projects 721 and 725 are applicable to BAC 1, and are not interchangeable with BAC 2. Also referred to as BA1.
- BAC 2 provides funds for other training, and for special tours support in projects 726 and 727. Also referred to as BA2.

Note: Retirement accrual (project 729) is for all categories of pay, both BAC 1 and BAC 2.

#### SAF

Secretary of the Air Force

#### SAMS

System Alert Message

# **School Tours**

The following are examples of School Tours: Initial Skill Acquisition Training Refresher and Proficiency Training Career Development Training Undergraduate Pilot Training (UPT)
Undergraduate Navigator Training (UNT)
Officer Training School (OTS)
Recruiter Training
Unit Conversion Training
Total Quality Initiative
AFRC NCO Leadership Training (NCOLDP)

### SECDEF

Secretary of Defense

# Security (Enclosed)

A type of accommodation providing any private room space that can be locked for security purposes.

#### **Selected Reserves**

That part of the Ready Reserves which consists of units and, as designated by the Secretary concerned, individual Reservists.

# **Separate Rations**

The monetary allowance given in lieu of subsistence to entitled personnel on leave or otherwise authorized to mess separately.

# Special Conveyance

A method of transportation other than common carrier, Government conveyance, or privately owned conveyance, which requires specific authorization or approval for use. Generally includes, but is not limited to, the following conveyances obtained through commercial rental for less than 30 days:

- rented or hired automobiles, aircraft, and boats;
- chartered air taxis:
- taxicabs when used for travel other than to, from, or between carrier terminals, between places of lodging and business, and between place of business and the place where meals are procured.

### **Special Tours**

The following are examples of Special Tours and can be considered as Active Duty for Training (ADT) or Active Duty for Support (ADS):

Exercises - active duty for training (ADT)

Command/Staff Supervision (ADT)

Operational Training (ADT)

Operational Training Unit ORI/QAFA/UTA, etc. (ADT)

Management Support - active duty for support (ADS)

Service Mission/Mission support (ADS)

Competitive Events support (ADS)

Recruiting/Retention support (ADS)

HQ AFRC support (ADS)

**Drug Enforcement** 

**Total Quality Initiative** 

### SSN or SSAN

Social Security Number

## **Standard CONUS Rate**

The standard CONUS rate is the per diem rate prescribed for any location within CONUS that is not included in one of the defined localities or areas specified in Appendix E of the JTR. The standard CONUS rate is also the per diem rate prescribed for all locations within CONUS when permanent duty travel is involved.

# **Target Amount**

This amount, set by the unit Budget officer, is the expenditure amount not to be exceeded by that unit, down to each workcenter/project level. There is a target amount for each quarter and also for the entire fiscal year.

### **TBAS**

Travel Budgeting and Analysis System

# **Temporary Additional Duty (TAD)**

A form of temporary duty which applies only when authorized in separate regulations by the Service concerned. It involves one journey away from the member's permanent duty station (PDS), in the performance of prescribed duties at one or more places and direct return to the starting point upon completion of such duties. Personnel on TAD remain assigned to the PDS from which they proceeded on TAD.

# **Temporary Duty (TDY)**

Duty at one or more locations, other than the permanent duty station (PDS), at which a member performs TDY under orders which provide for further assignment, or pending further assignment, to a new PDS or for return to the old PDS upon completion of the TDY. It also includes that period spent at a location while processing for separation from the Service, release from active duty, placement on the temporary disability retired list, or retirement, when the last PDS is different from the location where processing is accomplished.

# **Temporary Duty Station**

The location of an activity, area, or place of duty to which an employee is assigned temporarily in connection with Government business and from which he/she will proceed or return to his/her Permanent Duty Station (PDS).

# **Temporary Duty Travel**

Travel to one or more places away from a Permanent Duty Station (PDS) to perform duties for a temporary period of time and upon completion of assignment return or proceed to PDS.

#### TI A

Temporary lodging allowance

# **Temporary Lodging Facilities**

Specifically identified interim housing facilities operated by the services with appropriated or nonappropriated funds to provide short term temporary housing accommodations for occupancy by members, their dependents, families, and guests for which a cash charge is levied without direct charge against the quarters allowances of the occupants. Temporary lodging facilities include guest houses except transient visiting officer quarters occupied by official visitors to the installation. Temporary lodging facilities do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters. Temporary lodging facilities are not a part of the Military Family Housing Inventory identified in DOD Directive 7150.4. Members on temporary duty or temporary

additional duty may occupy temporary lodging facilities, voluntarily, on a space-available basis, only if transient bachelor facilities are fully occupied.

# **Territory of the United States**

A territory over which the United States exercises sovereignty, including incorporated territories, areas at times referred to as dependent areas or possessions, and other areas subject to jurisdiction of the United States. "Incorporated territories" refer to any areas which Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated territories" refers to any territories to which the Constitution has not been expressly and fully extended.

#### TMO

Transportation Management Office (or Officer)

# **Total Obligation Authority (TOA)**

The amount of funds available for programming in a given year, regardless of the year the funds are appropriated, obligated, or expended. TOA includes new obligational authority, unprogrammed or reprogrammed obligational authority from prior years, and unobligated balances transferred from other appropriations.

#### **TQSE**

Temporary quarters subsistence expense

# **Training Category Code**

The Training Category Code is a two-position code required for all school and special tour pay inputs in DJMS-RC. It's purpose is to identify the type of tour reserve members are performing.

## **Training Center Code**

The Training Center Code is the third character of the Accounting Processing Code. It may be one alpha or numeric character which is used at the Commander's discretion to further divide work centers.

Using Transportation as an example, it could be broken down as follows:

The Work Center Codes for Transportation include R8 through R0. R8 could represent Vehicle Operations and R9 could represent Vehicle Maintenance.

To further divide Vehicle Operations, the Training Center Code could be used. R8A could represent Vehicle Dispatch, R8B could represent Driver Qualification, and R8C could represent Fleet Management.

### Transoceanic Travel

Travel which, if performed by surface means of commercial transportation over a usually traveled route, would require the use of ocean-going vessels.

## **Transportation**

All modes of transportation, accommodations, shipment and storage of property, fares and expenses incident to transportation. The term also includes certain fees for the purpose of reimbursement relating to overseas assignments.

# **Transportation of Household Goods**

The shipment, packing, crating, drayage (at point of origin and at destination), temporary storage, uncrating, and unpacking of household goods at Government expense. When ordinary packing and crating methods will not protect household appliances from damage during shipment by any mode, such technical servicing by experienced mechanics as is

needed to prepare such appliances for safe transportation and to prepare them for use at destination is authorized. Servicing, as used herein, does not include connecting or disconnecting household appliances.

# **Transportation of Privately Owned Vehicles**

Transportation by vessel, including port handling charges, to, from, and between overseas ports, and between CONUS ports when incident to changes in home ports. The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S. Code 554 and in accordance with regulations of the Service concerned. As customs and other fees and charges required to effect entry of a POV into a country are not part of transportation, these costs will be born by the member.

### **Travel Order**

A written instrument issued or approved by the Secretary concerned, or such person(s) to whom authority has been delegated or redelegated to issue travel orders, directing a member or group of members to travel between designated points. Travel orders include authorizations, approvals, limitations, instructions, and special conditions relating to travel and assignment.

## **Travel Status**

The elapsed period of time from the beginning to the ending of official travel in compliance with the authority in a travel order. This includes incidental waiting time en route for transportation connection and delays en route beyond the control of the traveler.

# **Unaccompanied Baggage**

That portion of a member's prescribed weight allowance of household goods which is not carried free on a ticket used for personal travel, and is normally shipped separately from the major bulk of furniture. It is usually shipped by an expedited mode because it is needed immediately or soon after the member's or dependents' arrival at destination for interim housekeeping pending arrival of the major portion of the member's property.

## **Unaccompanied Member**

A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

## **Undelivered Orders Outstanding (UOO)**

In a three-stage accounting system, UOO refers to obligations for orders placed or contracts awarded for which services or goods have not been received or paid for. Within PBAS, UOO represents that tour orders have been cut, but the tour has not been completed and the reservist has not yet requested payment. It provides an estimate of a future obligation for budgeting purposes. The PBAS file containing this type of record is also referred to as the unpaid file.

## **Uniformed Services**

The Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service and the commissioned corps of the Environmental Science Services Administration now known as the National Oceanic and Atmospheric Administration.

# Unit

A military element whose structure is prescribed by competent authority, such as a table of organization and equipment.

# **Unit Training Assembly (UTA)**

A four-hour period\* of time for which an Air Force Reservist performs duty and receives pay equivalent to one day's pay of active duty. No more than two (2) UTAs may be paid in any one day. Also referred to as Inactive Duty for Training (IDT) or drill. \*When a reservist performs IDT at a foreign overseas location, the period may be extended for up to 12 hours.

# **United States**

The 48 contiguous states, the District of Columbia, and the States of Alaska and Hawaii.

## UNT

**Undergraduate Navigator Training** 

## **UPT**

Undergraduate Pilot Training

# Variation in Itinerary

A change in routing of travel or points of temporary duty in connection with official business, justified by the nature and requirements of a mission and not for the sole convenience of the traveler.

### **VOCO**

Verbal order of the commander

#### **Work Center Code**

The Work Center Code consists of the first two characters of the Accounting Processing Code. With the exception of UNDIST: ZZZ, it is always an alpha character followed by a numeric digit, i.e., in the code RO, the second digit is a zero, not an alpha O. A list of all Work Center Codes is available by selecting the Code List button of the main help window.